

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Allan Jamir, Vice Chair

Jamie Blom, Thomas De Wane

Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, July 23, 2015

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 25, 2015.

Comments from the Public

Child Support:

1. Budget Status Financial Report for June, 2015.
2. Agency Director Summary for July, 2015.

County Clerk:

3. Budget Status Financial Report for May, 2015.

Corporation Counsel:

4. Budget Status Financial Report for May and June, 2015.
5. Monthly Report for June, 2015.
6. Resolution re: Reorganization of Table of Organization of the Corporation Counsel Office (resolution to be provided prior to meeting).

Treasurer

7. Budget Status Financial Report for May, 2015.
8. Treasurer's Report:
 - a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact).
 - b. Update on publishing of Uncashed Checks List.
 - c. Discussion/Action regarding Depositories Designation List per WI Statute 59.61 (2).

Department of Administration:

9. Budget Status Financial Report for May, 2015.
10. 2015 Budget Adjustment Log.
11. Director's Report.

Human Resources:

12. Budget Status Financial Reports for May, 2015.
13. Activity Report for June, 2015.
14. Departmental Opening Summary.
15. Human Resources Report/Director's Report.

Technology Services:

16. Budget Status Financial Report for May, 2015.
17. 2016 Five-year Capital Improvement Plan (CIP).
18. Responses/Update re: YouTube Streaming.
19. Resolution in Support of Brown County Technology Services Proposal of Tablets for County Board Supervisors. *Referred back to Admin per July County Board.*
20. Technology Services Monthly Report/Director's Report.

Other

21. Audit of bills.
22. Such other matters as authorized by law.
23. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, June 25, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Schadewald, Supervisor Jamir, Supervisor Blom
Absent: Supervisor De Wane
Also Present: August Neverman, Chad Weininger, Maria Lasecki, Susie Berth, Paul Zeller, Dean Haen, Warren Kraft, Brian Lueth, and other interested parties.

I. Call to Order.

The meeting was called to order by Chairman Fewell at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve the revised agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of May 28, 2015.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. Review Minutes of:

a. Housing Authority (May 18, 2015 and June 1, 2015).

Motion made by Supervisor Jamir, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Reasons for Turnover Report:

2. Human Services - Month of April, 2015.

Director of Administration Chad Weininger noted that the report contained in the agenda packet is from Human Resources and shows a breakdown of resignations and retirements in various departments as well as the reasons for resignations.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to change item to read Human Resources and receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications:

3. Communication from Supervisor Schadewald re: Request that the Administration Committee revisit Chairman Moynihan's proposal for computer equipment for Supervisors; *May's motion: To hold for one month for costs and demo.*

Technology Services Director August Neverman had an example of the device being considered for the Committee to look at. He noted that a keyboard would also be an option at an additional \$75 - \$100 each. Neverman continued that the next piece of this would be the cost which is broken down in the agenda packet and also attached. The cost for these tablets would be about \$8,900 per year ongoing so

there would be no point where there would be a large bill for replacing units. If approved, the first year funding would come out of TS savings for the initial purchase. Supervisor Jamir asked what the cost of \$419.18 each included and Neverman answered that it included the tablet, the case and the software. Neverman also indicated there would be a charge for the Airwatch for security and publishing that would be about \$80 per unit. Jamir asked what the easiest way would be for the supervisors to bring up information from the Board office and Neverman stated that the software he is proposing is as user-friendly as possible. Supervisor Blom asked what the labor costs include and Neverman responded that it would include training for Board staff as well as configuring the devices and providing TS staff to come to a meeting to assist in the initial use of the devices. The long-term expense would include maintaining the security and applications and other back end functions necessary to make the devices work. Neverman stated that the original proposal included Office 365, but to try to keep this as simple as possible they have eliminated that which reduces the overhead necessary to support the devices. Neverman also stated that labor costs are included in the figures he provided. The total upfront costs would be \$15,311.40 which would come from TS and then recurring funds would be built into the County Board budget.

Fewell stated that this seemed somewhat reasonable to him and Schadewald agreed. Neverman stated that at some point he would recommend Granicus as it would provide complete integration across the board. The video would be integrated with the minutes and the content is all part of the agenda so the content follows along and can have links included which would allow the public to access the meetings and have the ability to view specific agenda items by connecting the discussions to the agenda items. Granicus would require the Board to do business a little differently because the content would have to be put into the application and the Board and staff would need to be trained on this. This would also provide the public access to meetings through the website where the meeting would be pre-formatted to go to the agenda item, the video and the audio. Jamir asked how much Granicus was and Neverman thought it would be over \$150,000. Jamir felt that what he outlined in his proposal, which does not include Granicus, would provide about 70% of those features. Neverman stated that there are a number of counties in Wisconsin that use Granicus and Jamir stated that he has explored this and thought it was fantastic. Fewell noted that in the grand scheme of things, it would not take a whole lot of money to make things simple for County residents to follow meetings and make it more interesting. Jamir felt that Granicus should be left out at this time and Neverman stated that the tablets he is proposing would support Granicus in the future.

Jamir asked what the next step would be and Neverman asked what level of presentation the Committee wishes he make to the Board. Fewell felt that a presentation should be made to the Board and he also does not have a problem with this Committee making a decision to say let's present to the Board for approval.

Neverman stated that he can put together a presentation for the July County Board meeting and bring some devices for Board members to try out prior to the beginning of the meeting.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to draft a resolution in support of the Brown County Technology Services tablet proposal of June 17, 2015 and have a full presentation to the County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Jamir re: Have Technology Services research options and cost to publish/upload/broadcast County Board and committee meetings for social media such as You-Tube, stream in real time or near real time; *May's motion: To hold for one month.***

Jamir stated that he has been working on this with Brian Lueth for about a month. Lueth provided a Power Point to the Committee, a copy of which is attached. Lueth indicated that he has been working on NewEye for the last few months and it is northeast Wisconsin's gateway to government. The

attached Power Point explains this project further. Lueth concluded that this involves working together and he felt that the County needs to come together and work for the success of businesses, economic development and community development and doing this all together will result in a step forward and leading the region in the ability to communicate and reach new audiences.

Jamir asked if meetings can still be published on You Tube if NewEye is not brought together as a 501(c)3. Lueth stated that that would still be possible and more information will be presented on this. Jamir also wanted to know if the County does not do this, what might happen. Lueth responded that the risk would be that the cable company could say that stations are being underutilized and could take them back. He noted that if the cable company would take the station back and Green Bay or De Pere would come back and say they want to get back in, although they have the right, Time Warner could put them in any tier of service they decide, so, instead of being at Channel 4, they could be moved to a channel much higher. Currently the communities that participate in this are Green Bay, De Pere, Ashwaubenon and Pulaski. Schadewald asked what incentive there would be to join something like this and Lueth responded that it would be a contribution because if they want to create a PSA such as an economic development video, normal commercial rates are about \$5,000 - \$100,000 for a 30 second commercial. Under NewEye, the same commercial would cost \$65. Lueth noted that the County Executive would reach out to the municipalities on this. Schadewald asked where Howard falls under this and Lueth responded that any community that does not currently have a station would end up spending money towards this. Schadewald stated that he does not have a problem with this, but he wanted to be knowledgeable if anyone should ask him and he wanted to know if Howard takes part in anything like this. Lueth continued that long term something could be done such as when the Executive goes out to promote the County, he could have a single website resource with all of the economic development videos so a potential prospect could see everything the County has to offer.

Jamir asked when the meetings could begin being published to You Tube. Neverman explained that there would be a little work that would need to be done that is not currently being done. He stated that at this time, meetings are currently recorded and it get dumped into a file share. Board staff then typically dumps it to a DVD and sends it to Time Warner Cable, but it does not appear on the internet. If NewEye was used, that would create the mechanism to get the labor built in on a regular basis to get the meetings formatted properly to be presented both via television and the internet. Neverman stated that without NewEye, someone would have to be trained to do the editing piece to get it to a reasonable level to dump out to You Tube. It is not an incredible amount of work, but there would be some work necessary and Neverman felt this would fall under the PIO position without NewEye. Jamir asked if additional equipment would have to be purchased to accomplish this. Neverman responded that if real time was desired, it would require additional equipment. This software could cost anywhere from \$1,500 on up, depending on the way the current system is set up. Jamir asked how close to real time a \$1,500 device would give us and Neverman responded that it would be as fast as the internet will feed. Jamir stated that he is looking for the ability to publish the meetings as the video is captured and be distributed to You Tube. He is not opposed to a short delay and Neverman stated that the delay may only be second. He continued that it would require a hardware-based video Kodak that takes the output from the room and streams it to a predefined channel in You Tube. Jamir asked Neverman to provide him with the exact cost and he would find a donor to make it happen. Neverman stated that the main concern is the labor and support piece and he noted that they do not have staff that has done video editing. NewEye would create the mechanism for labor to be built in on a regular basis to get the videos cleaned up, presented properly and distributed both via television and the internet.

Jamir noted that he is willing to hold this for a month to get additional figures and Neverman can continue on with NewEye and whatever County Executive Streckenbach would like to do. Jamir also noted that he would be willing to speak with his constituents in De Pere for support of this partnership.

Fewell noted that no action will be taken on this because if the Committee gets involved this could result in problems. Jamir stated that all he is talking about is the County publishing meetings. The County could utilize NewEye, but does not have to utilize it to publish the meetings. Fewell just wanted to be clear that the Administration Committee is not making the decision as to whether to utilize NewEye or not. Jamir reiterated that if NewEye does not happen, the Board could still move forward with publishing meetings on You Tube. Neverman confirmed that this would only apply to main Board meetings because some locations do not have video recording equipment. Jamir is aware of this and noted that that could be rectified by the Board in the future if it was desired.

Blom would like to know what some of the municipalities as well as Advance thinks about this. Neverman stated that one of the big advantages of NewEye is the cross pollination in that you are creating content for the channels and the same content is getting out on the internet which is not straight forward right now for many municipalities. He noted that it took three months to get the You Tube channel to the point where there is actually a named channel. It is jumping through many hoops to get things set up and without NewEye every community would have to go through this. NewEye would alleviate this so there is value in that. Fewell stated this is informational at this point and noted the he appreciated the work that has done on this to date.

No action taken.

Corporation Counsel:

5. Budget Status Financial Report for April, 2015.

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Monthly Report, May 2015.

Corporation Counsel Juliana Ruenzel advised the Committee that her report is somewhat short as she was on vacation and further, Deputy Corporation Counsel is currently out on family medical leave.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services:

7. Budget Status Financial Report for April, 2015.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Technology Services Monthly Report, June 2015.

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support:

9. Departmental Openings Summary.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Agency Director Summary for June, 2015.**

Child Support Administrator Maria Lasecki introduced long-term Child Support employee Susie Berth to the Committee. Lasecki stated that Berth is an enormous wealth of knowledge and fulfills the role of the SPSK grant coordinator. Berth explained that with the SPSK program they need to have non-custodial parents come into the office to take a survey for the grant. They were having some troubles in getting enough people every month to take the survey so they did some strategizing to get the case workers to refer people for the survey. Berth continued that the child support enforcement group is paired up with support staff in a challenge to have each group (there are 60) to have two callers come in every month. If the challenge is met by a group, they become eligible for flex time the following month. Berth stated that this does not cost anything to the department and people in the department want the flex time. Berth provided documents, a copy of which are attached, showing that their target for the month of June is 32 callers in and as of the date of the meeting there is 28. She stated that the incentive of the flex time gets the employees excited and they are really focusing on getting people in and they hope to continue this through the next 12 months. If they continue to hit their targets, they will hit the target for the State as well. Lasecki added that this challenge is competitive, educational and team-oriented and it is benefitting everyone.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Approval to accept Avenue Community Impact Grant to promote SPSK program (pending state/federal approval).**

Jamir asked how much this grant was for and Lasecki stated that the Child Support Agency did receive this grant and it was in the amount of \$4,200 and noted that no money is exchanged. This is a pro-bono community impact grant and with the Committee's approval they would have the week of July 13 – 28. The script has been approved and this is a way to get the message out. Lasecki also noted that an outdoor sign company has donated free space from now through the end of the grant to promote the grant.

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources:

12. **Budget Status Financial Report for April, 2015.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Activity Report for May, 2015.**

Motion made by Supervisor Jamir, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Departmental Opening Summary.**

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Director's Report.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15a. **2016 Insurance Proposals.**

Although shown in the proper format here, this Item and Item 15b were taken prior to Item 12.

Human Resources Director Warren Kraft introduced Cindy Van Asten, consultant at M3 who briefed the Committee on what is being proposed for 2016. Van Asten provided a few highlights from 2015. She indicated that there were plan design changes in 2015 including premium designations which was the tiering of the medical providers and employees were asked to engage differently as consumers and how they purchase healthcare. She noted that it was met with some noise, but it did turn out to be well-received and there is about 36.5% penetration into tier one. The call volume for customer service was less in 2015 than it had been in previous years. The program has proven to be highly effective and is working well. Van Asten continued that the emergency room structure was also changed to add a co-pay, but this co-pay was waived for true emergencies. Additionally, the office visit co-pays were changed to tiering co-pays. So far the overall performance of the plan in 2015 has been very good. A Wellness Committee has also been set up and is working towards establishing strategies for next year including long-term goals as relate to wellness. Last year the personal health assessments (PHA) were completed and they did tether the outcome of the PHAs to the health reimbursement account dollars. Participation in the PHAs has increased by 26%. The average score of the PHAs jumped four points which is significant in terms of overall health. There were 163 members that participated in a reasonable alternative standard which moved them up in the outcome-based tiering or gave the opportunity to earn more dollars in the HRA account and 90 of these participants completed the program and had additional payments to the HRA account.

Van Asten also mentioned the recent Supreme Court ruling on the Act 3 law regarding the exchanges and what was approved is that people in states that use federally run exchanges as well as state run exchanges would be able to receive subsidy so it does not make any changes. The vote on this was 6 – 3 to support the current system.

Van Asten continued by referring to the documents provided to the Committee, copies of which are attached. The documents show what is in place for 2015 as well as what is being proposed for 2016. There are no changes proposed to the deductible. The deductible remains at \$2,000 single and \$4,000 family. There is a change recommended to the HRA account. When the HRA account was put in place in 2010, they were in front of Act 10. Things have changed since then and for 2015 they have \$1,050 for single and \$2,100 for family going into the HRA. Currently if those funds are not used, they continue to rollover and eventually go into the VEBA. The recommendation for 2016 is to discontinue the rollover and lower the amount to \$750 single and \$1,500 family. The dollars would be available if a member needed the dollars to cover medical expenses, but if they do not use them, they will not continue to rollover. The dollars would be able to be used to offset any deductibles or co-pays. Weininger stated that they want to make sure that there is a pot of money for the employees to be able to use to pay their deductible. Fewell recalled that part of the selling plan for employees in the past was that they would be able to keep the money in the account and be able to use it for health premiums after retirement and things like that. He feels like the employees were baited to go with the plan and now the rules are changing. Van Asten responded that there is work being done right now to look at where the dollars in the VEBA will go. VEBA is a voluntary employee benefit account and works as a trust fund where the funds can only be used for qualified medical expenses. Fewell recalled that if the VEBA got high enough, after a period of time, the funds could be rolled into the retirement accounts. Van Asten stated that the plan was never set up to do that.

Weininger added that the dollars that were given to the employees will not be taken out but will remain with the VEBA. He also noted that the vendor who maintains the VEBA is also increasing their rates and charges which affect the County. Human Resources is currently looking at other options for employees to try to help prevent those dollars being taken quicker than they would like. Last year Weininger informed the Board that the fund balance for the health insurance account had a structural deficit and changes need to be made to prevent having to charge the employees higher premiums. The amount being proposed for 2016 will help make the pot so if there is a need employees can use it for the deductible and by eliminating the rollover into the VEBA, hopefully the account will stabilize so the County can continue the benefits moving forward. They are looking at what the best way to maximize the dollars is. Fewell stated that the County is trying to understand this. He stated the County was trying to encourage employees to be healthy because healthy people utilize fewer dollars. Now it seems that the County is saying be unhealthy and spend all of the money in the VEBA because it will be replaced next year while the healthy people that have the full amount in their VEBA are told their money will be taken away if not used. Fewell continued that the incentive was if you were healthy and didn't utilize the funds in the VEBA, the account would grow and funds could be used for healthcare costs in the future. Now what is being proposed is that if you utilize it all, you will get more the following year, but if you don't utilize it all, then there will not be any more benefit. He does not see the logic in this. Van Asten stated that the original intent was that the deductible exposure would not forever rollover into the VEBA, but the dollars that would rollover are the wellness incentive dollars and they are still recommending that the wellness incentive dollars continue to rollover. The original intent would have stopped the full amount of rollover in 2014, but with the change in Act 10 they backed off of some of those things. Van Asten stated that employees would still be able to rollover the wellness dollars. Van Asten clarified that the preventative screening type things will still be covered under the plan at 100%. The wellness incentives she is talking about are additional things that people can do to earn extra money into the account that will rollover. For instance, an annual exam would be covered at 100%, but the employee also gets wellness incentive dollars put into the account. The wellness activities will still be encouraged and will be incented for.

Schadewald understood that the wellness incentive dollars that accumulated could be used within section 125 when you need something but asked with regard to the HRA, if employees are getting less money by not rolling these dollars over. Schadewald said it sounds like what Van Asten is saying is that the employees are not losing anything, because they didn't put the \$750 in. Van Asten responded that if an employee needs the \$750 for medical deductible, it will cover them. If they don't need the deductible, they can keep up to the maximum amount in, but anything else they do not get to keep rolling, but this was never part of their salary. Schadewald stated he does not have too much of a problem with this if it was never part of the salaries. Van Asten stated that it is still very protective if they have the exposure, but they will not receive the money if they don't have the exposure. Fewell stated that one office visit is sometimes enough to burn the entire deductible. Van Asten stated that the deductible will force the members out-of-pocket first, but they could pull it from co-pays. Weininger continued that the \$1,500 deductible was what it was when he started and it was raised last year. Fewell said that if the dollars are left to rollover, it would incentivize families. He continued that if his HSA got to have money in it, that is his money and what Brown County wants to do is say to families that you are only going to be able to hold onto \$4,000 as a max. Van Asten responded that the wellness dollars can be piled up. Schadewald wanted to clarify that the understanding is that under this 2016 proposal, we are saying that the employee single will have \$300 more exposure out of their pocket than the previous plan and a family would have \$600 more possible exposure from the previous plan. Weininger responded that it is not a savings but it would reduce expenses by roughly \$600,000.

Fewell asked how it ever got to the point that the County Executive was borrowing money from the health fund to add to the budget. Weininger stated that that would be illegal and the only time that money was ever taken out was for a holiday premium and former County Executive Tom Hinz said

because the fund balance was extremely plush, he provided a give back to the employees. Fewell stated that something similar happened under the Kelso administration as well.

Van Asten continued that when the change was made to UMR's Choice Plus network, it resulted in a \$1.5 million hard dollar savings because of the network savings claims which resulted in reducing the premiums by 5.2% for a period of 18 months to put back the monies that were recognized from a savings from the network change. Fewell stated that he is fully aware that what happened was that it was in the budget but they lowered the amount the County was paying for the health premium because there was a fund balance, but they did not lower what the employees paid. Van Asten said that from what she recalled, the premiums were reduced by 5.2% for 18 months. Schadewald stated from his point of view this is ridiculous. He recalled that when he was previously on the Board the fund was \$1 million dollars short and they had to raise the premiums. He noted that this is a self-funded plan that has good years and bad years and funds should not be given away during the good years because they will be needed in the bad years. Weininger stated that the County is trying to extend the life of the fund to avoid having to push it onto the employees. Van Asten stated that the monies in the rollovers that the employees have can still be used. Schadewald asked how many employees have rollover dollars and it was indicated that there are over 300 out of over 1300 contracts. The cost of that this year was close to \$350,000. Schadewald reiterated that they should be prudent with the funds. Kraft stated that one of the potential advantages is if an employee knows that they will have to come up with another \$300 for the deductible, they have the section 125 flexible spending plan where those dollars can be banked pre-tax to have a financial vehicle to cover it.

Fewell asked what the advantage of the VEBA is over an HSA. Van Asten responded that when the VEBA was put in place, it was pre Act 10 and it was an opportunity to provide reimbursement that protected both the County and the employee. At that point in time, the labor unions would not agree to the HSA or the HRA. The VEBA put an irrevocable trust in place to protect the dollars. Any dollars in the VEBA can be used in the scope of qualified medical expenses, just like an HSA. The difference between the two is the member cannot put money into the VEBA or the HRA, but the employee can add dollars to the HSA. The VEBA is only funded through employer dollars. Fewell asked if this was a financial advantage to the County and Van Asten answered that it was a financial advantage when it was implemented pre Act 10 to be able to give to a consumer driven health plan and begin to move to a higher deductible. The plan when it was put into place was to lower the amount that the County put into the HRA every year, but when Act 10 hit, they backed off because there were a lot of changes to the employees and they did not want to continue down the path to changing the reimbursement in the HRA so this year they are saying that the County needs to lower what they are putting in and also limit the rollover to the maximum deductible. Fewell asked if there was any financial advantage at that time over a VEBA versus an HSA to the County. Van Asten stated that they are really two different vehicles and Fewell realized that but said that one is much more employee friendly. Van Asten stated that today it could be less administrative costs because the costs of the HSA typically fall to the member. The County pays some administrative costs for the VEBA. Fewell stated that the employee would be able to contribute pre-tax dollars into an HSA and would be able to meet the full deductible. Van Asten stated that the HRA is advantageous to the County, but Fewell noted that the HSA is more employee friendly and an employee would not have to worry about not utilizing dollars.

Schadewald asked what the cost would be to go to \$850 for single and \$1600 for family. Weininger responded that the thing about this is there is a fund and it is not a complete science so realistically if we went from the \$750 to \$850 and from \$1500 to \$1600, it would be negligible. Schadewald felt that \$100 for a single and \$500 for a family over the course of the year, when limited pay increases are given, may be a unreasonable. Van Asten stated that there are 335 employees who had VEBA rollovers this year. She noted that people roll dollars in the HRA every year. Kraft responded that raising the deductibles by \$100 would result in about \$135,000 out of the treasury. Schadewald asked what the budget for the HRAs was last year and indicated that it should be less. Weininger disagreed and stated that things such

as turnover need to be factored in. This is a hard calculation to make, but at the end of the day, right now about \$1 million dollars is being used to fund the fund balance so the premiums coming in are not funding the shortfall so over a number of years something has to be done to spread it out. There are a number of different solutions, but what they are trying to do is protect the pot for the long run. Schadewald stated that he understood, but his point is that there is a situation where there is a long-term problem and he would prefer to see this problem stepped into a little more slowly and a change of 28% at one time is a big change for some people and he thinks this is unacceptable from the point of view of everyone is trying to do their best and he does not agree with major changes all at one time. Schadewald would like to see this smoothed out and Weininger stated that they will look at this. Schadewald felt that if they pay increases are smoothed out, the hits to the employees should also be smoothed out.

Fewell asked if there will be a move to take pharmacy and put it in with all of the major medical and make it one deductible rather than two separate deductibles. Van Asten responded that at some point what has to happen is a maximum out-of-pocket exposure to include both of those. She continued that they still have the \$1500 deductible ceiling in pharmacy and that is in there because there are several people who have pretty great exposure so the two mirror up and meet within healthcare reform laws but there are two separate ones and at this point this is not being recommended for 2016, but it may be recommended somewhere down the road. Fewell asked if this is moved and the single deductible is at \$3000 and the family deductible is \$8000, will employees be allowed to put money in their VEBA up to the deductible. Van Asten responded that they are trying to stabilize what they have and get to the right point where it is stable and the right plan is designed along with the right health reimbursement and the right engagement from the employees. The other change they are talking about in 2016 is with regard to the PHA outcomes and instead of being tethered to the HRA the results would be tethered to the premiums. It is not felt that this needs to be done yet due to the way the plan is performing.

Schadewald stated that a family could take a shellacking in the premium by going from 12% to 32%. Kraft stated that that is based on the PHAs and Van Asten added that you are not dinged for being sick. Schadewald asked how much more a person would pay if they were paying 12% last year because they did a PHA and now their PHA comes out to 32%. Van Asten stated she does not have that information with her today and Schadewald guessed that it would be at least \$80 more per month. Van Asten stated that what is shown on the sheet is just the member share, not the whole premium. She continued that employees have the opportunity to engage in a reasonable alternative standard and earn their way back. Schadewald's point is that the understanding is how much do we put on the families in a single year. Fewell stated these high deductibles that force people to wait until they meet their deductible to get healthcare does not always work because appointments are not available towards the end of the year when deductibles are typically met. He felt there will be a movement to lower deductibles at some point. Van Asten responded that the statistics show that consumer driven health plans and higher deductibles are pushing people to behave differently. Fewell stated that the other alternative is that people do not take care of things. Van Asten stated that the wellness component on the other side is in place. Employees are rewarded and have the lowest out-of-pocket for engaging in being a different type of consumer. Schadewald stated that he understood that managing the medical costs of human beings is an art and a science but his point is that as Board Supervisors, they do not have total control but at some point it will be figured out that they want everyone to be as healthy as possible and people will have to embark on better, healthier lifestyles. At this point, people have done a lot of things that need to be fixed, but he still does not want to nail people. Fewell stated that it is not that bad if you are not on medication and do not have any major medical problems. If you have medication needs plus major medical problems, you will get nailed because you have to pay both deductibles.

Van Asten wished to clarify the deductible. The \$750/\$1500 is the HRA balance. The dollars are health reimbursement dollars and any unused dollars may be rolled over to a maximum of \$2000/\$4000. The rolled over dollars are the dollars that can be used to offset any other part of the deductible so

technically they have to use their dollars first before they roll into the County dollars. She felt it may be helpful in the future to create a visual for this. Schadewald reiterated that people are much more aware of this as part of their total package than they were in the past. Fewell asked if people are given a summary of what their benefits are and it was indicated that they do receive a summary. Fewell felt that increasing health insurance premiums so much that the 1% increase in wages does not cover the increase was like spitting in their face.

Van Asten stated that going into 2014 they communicated to the employees that the County was going to outcome based premiums and then last year it was changed from the premium to the HRA. Schadewald asked Weininger what his recommendation was. Weininger recalled that it was made pretty clear at the last County Board budget meeting that this would be done in two stages with the HRA being the first year and then going to the premium tiers the next year which allowed employees a full year to get more healthy before the tiered system.

Schadewald asked where the wellness dollars come from and it was stated that it comes out of the fund. Ways to earn wellness dollars include things such as having annual exams and teeth cleanings and vision screenings. Currently there are five or six things an employee can do to earn wellness dollars. Schadewald felt that if the wellness dollars could be increased, there would be people who could gain from that and Van Asten agreed.

Jamir asked about the PHA and Weininger explained what he did to move from standard to gold tier. He stated he watched what he ate and exercised a little more. Van Asten said that cholesterol and blood pressure numbers can also affect what tier an employee falls in. She stated that the scores are based on biometric blood draws, not on activity. The reasonable alternative standards are based on activity and working with the health coach nurse and this is the program they are recommending for next year.

Kraft indicated that they have been communicating to employees that PHAs are moving to August so results come earlier and they can make their choices for open enrollment easier and part of the communication is that last year the County Board said that the intent was to start tying the results to the premiums so employees should start to get healthy. Schadewald stated that the wellness incentive dollars are a positive and Weininger stated that there are going to be some other things that are good.

Van Asten continued reviewing the handout and indicated that there would be a move to the outcomes being tied to the premiums instead of the HRA. No changes are recommended to the dental plan. With regard to short-term disability, they moved to The Standard in 2014 and the current plan has an elimination period of 0 days for accidents and 7 days for sickness. They eliminated the family benefit going into 2014 and the benefit pays at 60%. They are recommending the benefit pay 50% in 2016 as the short-term disability is looking at a \$200,000 increase in 2016, but members can use casual days to get them to 100%. No changes are being recommended for long term disability. They are also recommending the voluntary offers of vision, accident and critical illness.

With regard to the retiree insurance coverage, there was a request from Supervisors Kaster and Erickson to look at the coverage with a recommendation of a sunset date or elimination. In 2014 the loss ratio on the retiree utilization was 159%. The recommendation is to increase the retiree's premium by 8.7% above and beyond whatever the actives is over the course of the next five years. This is similar to what the City of Green Bay does. Van Asten continued that the way the market is today with health care reform, there is no pre-existing so accessing the market is a little easier. Educational series are held in April and September in partnership with the ADRC on how to do Medicare, supplements and how to access the marketplace. Fewell asked how many retirees take insurance and Van Asten answered that it was 85. Employees who retire prior to the age of 65 are allowed to remain on the County's plan until

they are 65. Fewell would be in favor of postponing the number, such as anyone who retires after a certain date does not have access to the coverage.

Kraft stated that at his former job there were two pieces to this strategy. One was not to touch any of the premium piece because of other things that were in place. The other was a flat cut off for all employees hired on or after a specific date and there would be no eligibility at all for retiree benefits on or after a specific date. Fewell noted that he could agree to something like that. Kraft continued that another piece is to look at the employee inventory and compare age versus years of service and figure that cut off. There was a window where you would not be eligible unless you had a certain number of years of service. Schadewald felt that was appropriate. Fewell noted that most of the early retirees come from a certain sector. Kraft continued that one of the reasons they did not come with that kind of formula is because the retiree piece is budgeted on the pay as you go basis. By increasing the retiree premium to reflect their actual claims experience, that nets out as a zero to the insurance fund so after a five year plan they are paying what their group's claims experience is so it is not an impact on the general fund and it does not explode the post employee benefits piece. If a cutoff is determined as is being talked about by Supervisor Kaster, and if there is a five year plan, with the help of M3 retirees could be educated and at some point the retirees will find better options. Schadewald felt at some point the retirees need to be told what their future in retirement will include as far as insurance is concerned so they can make appropriate plans.

Weininger stated if there is a desire of the Committee to look into some formulas he would be happy to do so. Jamir felt that would be appropriate and he would like to hear the information. Schadewald felt that this has to be more fair than simply cutting it off on a specific date. Kraft agreed and felt it would be more appropriate to use a formula including the date and the years of service. Schadewald agreed. Fewell stated that the reality is that we know which employees can retire early and also, under Act 10 those employees have had and will continue to have the most potential to have larger increases in salary for the next umpteen years because they can negotiate the salaries when no other employee can. He has less sympathy for that, but he felt that if you gave them an opportunity to plan, they can take their increase that is much greater than any other employee and plan for it. Kraft noted that those employees have a retirement provision in their contracts so this would have to be negotiated as well.

Schadewald asked if retirees that are under the insurance plan would be eligible for the proposed Fast Care Clinic. Van Asten responded that they would not be eligible and Schadewald felt this was a mistake.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to recommend the proposal to the Executive Committee with the changes of increasing the \$750 single deductible to \$850 and the \$1500 family deductible to \$1600 and the proposed wellness dollars of \$200 for single be increased to \$250 and the family wellness dollars be increased from \$400 to \$500. Vote taken. MOTION CARRIED UNANIMOUSLY

15b. Fast Care Proposal.

Van Asten provided a handout of what is being proposed, a copy of which is attached. She stated that what is being recommended is consideration of a near-site clinic as recommended by Supervisor Erickson a number of months ago. A lot of research has been done on this and since the County has employees spread over a lot of different locations one downtown location did not seem to fit the needs of the employees. The handout outlines the proposals received by Prevea, Bellin and Aurora. Any benefit eligible member and their family could go into these clinics at any time and receive services at no charge instead of going to their doctor and incurring the costs. Schadewald stated that currently Bellin has a clinic at Bay Port High School and it is working out very well. Van Asten stated that this would be free to the employees and benefit eligible members of the families. This will also encourage

people to get care earlier which could help alleviate larger problems. Fewell asked if M3 did the research or if it was bid out. Van Asten responded that they did not do a formal bid but got proposals from these three entities and then brought each entity in to meet with the team. Van Asten stated that the proposal is to do this for one year as a pilot and if it is successful they would put it out to bid. She indicated that the City of Green Bay is piloting a similar program for one year. Fewell stated that his concern is now that the numbers are out it would seem like an unfair advantage to go back out and bid this. Right now Van Asten thinks the near-site clinic will work and is a better option than a hard clinic with bricks and mortar to pay for. Fewell said it sounds like there are enough locations to serve the people and Schadewald agreed. Jamir also felt the hours of coverage were appropriate. Fewell also liked the hours of operation. Schadewald felt this would be very attractive to the employees and Fewell agreed.

Weininger felt it would be helpful in talking with Supervisor Erickson if there was support from the Administration Committee to bring this forward. The intent would be to roll this out September 1.

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to go with the Bellin Fast Care proposal with a target date of September 1. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration:

16. Budget Status Financial Report for April, 2015.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. 2015 Budget Adjustment Log.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Departmental Opening Summary.

Weininger stated that they are currently recruiting for the finance manager for Human Services as well as the finance director for the County. Additionally, a budget coordinator has recently been hired.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Asset Maintenance Fund Expenditures - Informational.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Director's Report.

Weininger reported that department heads will receive their levy targets next week.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Treasurer - Budget Status Financial Report for April, 2015.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Audit of bills.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

23. **Such other matters as authorized by law. *None.***

24. **Adjourn.**

Motion made by Supervisor Jamir, seconded by Supervisor Blom to adjourn at 8:08 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist



Brown County Child Support- thru June 30, 2015

Fiscal Year to Date 06/30/15

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	346,776.00	.00	346,776.00	28,898.00	.00	173,388.00	173,388.00	50	123,314.00
4302	State grant and aid revenue									
4302	State grant and aid revenue	1,622,878.00	.00	1,622,878.00	.00	.00	721,346.61	901,531.39	44	1,400,015.34
4302.003	State grant and aid revenue Incentives	484,365.00	.00	484,365.00	.00	.00	79,602.00	404,763.00	16	623,639.00
4302.004	State grant and aid revenue GPR	347,361.00	.00	347,361.00	.00	.00	159,025.00	188,336.00	46	323,562.00
4302.007	State grant and aid revenue SPSK	267,027.00	.00	267,027.00	.00	.00	53,177.16	213,849.84	20	233,515.08
4302 - State grant and aid revenue Totals		\$2,721,631.00	\$0.00	\$2,721,631.00	\$0.00	\$0.00	\$1,013,150.77	\$1,708,480.23	37%	\$2,580,731.42
Charges and fees										
4600	Charges and fees Genetic test	22,000.00	.00	22,000.00	1,505.68	.00	8,702.98	13,297.02	40	19,615.54
4600.601	Charges and fees Genetic test	22,000.00	.00	22,000.00	1,505.68	.00	8,702.98	13,297.02	40	19,615.54
4600.602	Charges and fees Vital statistics	500.00	.00	500.00	11.00	.00	216.49	283.51	43	402.84
4600.603	Charges and fees Paper service	7,500.00	.00	7,500.00	492.01	.00	4,602.64	2,897.36	61	7,436.27
4600.604	Charges and fees Non IV-D service	5,000.00	.00	5,000.00	455.00	.00	2,275.00	2,725.00	46	4,375.00
4600 - Charges and fees Totals		\$35,000.00	\$0.00	\$35,000.00	\$2,463.69	\$0.00	\$15,797.11	\$19,202.89	45%	\$31,829.65
Sales										
4601	Sales	500.00	.00	500.00	30.25	.00	238.50	261.50	48	399.50
4601.012	Sales Copy machine use	500.00	.00	500.00	30.25	.00	238.50	261.50	48	399.50
4601 - Sales Totals		\$500.00	\$0.00	\$500.00	\$30.25	\$0.00	\$238.50	\$261.50	48%	\$399.50
9002 - Transfer in										
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	44,892.48
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	10,800.30
9002 - Transfer in Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$55,692.78
001 - General Totals										
Division 001 - General Totals		\$3,103,907.00	\$0.00	\$3,103,907.00	\$31,391.94	\$0.00	\$1,202,574.38	\$1,901,332.62	39%	\$2,791,967.35
017 - Child Support Totals										
Department 017 - Child Support Totals		\$3,103,907.00	\$0.00	\$3,103,907.00	\$31,391.94	\$0.00	\$1,202,574.38	\$1,901,332.62	39%	\$2,791,967.35
REVENUE TOTALS		\$3,103,907.00	\$0.00	\$3,103,907.00	\$31,391.94	\$0.00	\$1,202,574.38	\$1,901,332.62	39%	\$2,791,967.35
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings									
5100	Regular earnings	1,456,248.00	.00	1,456,248.00	91,670.10	.00	573,085.17	883,162.83	39	1,138,627.04
5100.998	Regular earnings Budget only	6,172.00	.00	6,172.00	.00	.00	.00	6,172.00	0	.00
5100 - Regular earnings Totals		\$1,462,420.00	\$0.00	\$1,462,420.00	\$91,670.10	\$0.00	\$573,085.17	\$889,334.83	39%	\$1,138,627.04



Include Rollup Account and Rollup to Account

Run by Lasecki, Maria on 07/13/2015 09:15:23 AM



Brown County Child Support- thru June 30, 2015

Fiscal Year to Date 06/30/15
Include Rollup Account and Rollup to Account

5307.100	Repairs and maintenance Equipment	920.00	.00	920.00	920.00	.00	920.00	100	920.00
5307 - Repairs and maintenance Totals									
5330	Books, periodicals, subscription	600.00	.00	600.00	.00	.00	390.84	65	558.52
5340	Travel and training	7,854.00	.00	7,854.00	.00	.00	2,848.38	36	5,281.81
5507	Other utilities	1,200.00	.00	1,200.00	.00	.00	600.00	50	1,200.00
5600	Indirect cost	172,025.00	.00	172,025.00	14,335.00	.00	86,010.00	50	183,145.00
5601 - Intra-county expense									
5601.100	Intra-county expense Technology services	128,592.00	.00	128,592.00	890.12	.00	53,271.59	41	108,181.86
5601.200	Intra-county expense Insurance	9,684.00	.00	9,684.00	807.00	.00	4,842.00	50	8,678.04
5601.300	Intra-county expense Other departmental	402,236.00	.00	402,236.00	.00	.00	156,317.69	39	406,111.43
5601.400	Intra-county expense Copy center	1,200.00	.00	1,200.00	.00	.00	183.34	15	840.27
5601.450	Intra-county expense Departmental copiers	2,455.00	.00	2,455.00	204.58	.00	1,227.52	50	2,455.00
5601.550	Intra-county expense Document center	3,415.00	.00	3,415.00	.00	.00	927.86	27	.00
5601 - Intra-county expense Totals									
5700	Contracted services	\$547,582.00	\$0.00	\$547,582.00	\$1,901.70	\$0.00	\$216,769.96	40%	\$526,266.60
5708	Professional services	147,264.00	.00	147,264.00	16,073.35	37,871.11	49,468.01	59	101,334.84
5710	Paper service - legal	300.00	.00	300.00	.00	.00	.00	0	.00
5716 - Legal services									
5716.100	Legal services Chargebacks	500.00	.00	500.00	.00	.00	.00	0	.00
5716 - Legal services Totals									
5762	Med exams/autopsies/genetic test	25,000.00	.00	25,000.00	24.00	.00	8,951.25	36	22,815.75
5784	Interpreter services	1,500.00	.00	1,500.00	78.00	.00	1,072.00	71	2,050.00
001 - General Totals									
Division		\$3,103,907.00	\$0.00	\$3,103,907.00	\$194,451.13	\$64,374.11	\$1,361,842.37	46%	\$2,891,582.74
017 - Child Support Totals									
Department		\$3,103,907.00	\$0.00	\$3,103,907.00	\$194,451.13	\$64,374.11	\$1,361,842.37	46%	\$2,891,582.74
EXPENSE TOTALS									
		\$3,103,907.00	\$0.00	\$3,103,907.00	\$194,451.13	\$64,374.11	\$1,361,842.37	46%	\$2,891,582.74
Fund 210 - Child Support Totals									
Fund		3,103,907.00	.00	3,103,907.00	31,391.94	.00	1,202,574.38	39	2,791,967.35
REVENUE TOTALS									
		3,103,907.00	.00	3,103,907.00	194,451.13	64,374.11	1,361,842.37	46	2,891,582.74
EXPENSE TOTALS									
		\$0.00	\$0.00	\$0.00	(\$163,059.19)	(\$64,374.11)	(\$159,267.99)		(\$99,615.39)
Grand Totals									
		3,103,907.00	.00	3,103,907.00	31,391.94	.00	1,202,574.38	39	2,791,967.35
REVENUE TOTALS									
		3,103,907.00	.00	3,103,907.00	194,451.13	64,374.11	1,361,842.37	46	2,891,582.74
EXPENSE TOTALS									
		\$0.00	\$0.00	\$0.00	(\$163,059.19)	(\$64,374.11)	(\$159,267.99)		(\$99,615.39)



Child Support Agency Director Summary July 2015

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/14	Brown YTD 6/30/14	Brown YTD 6/30/15	YTD Improvement 2014 vs 2015	State Average	Brown vs. State
Paternity Establish Rate	109.22%	104.47%	103.79%	-.68%	100.94%	+2.85%
Court Order Rate	89.16%	88.74%	89.75%	+1.01%	86.74%	+3.01%
Current Support Collection Rate	76.61%	76.57%	77.88%	+1.31%	74.21%	+3.67%
Arrears Collection Rate	69.01%	65.78%	66.33%	+.55%	64.11%	+2.22%

As of June 30, 2015	Brown County 09/30/14	Brown County As of 6/30/15	Difference 2014 vs 2015	Statewide total	Statewide % of increase
Caseload size	14,198	14,281	+83	366,197	+6.2%

Director Updates

STAFFING UPDATES

The agency is fully staffed, with no open positions!

SPSK GRANT UPDATES

Curriculum –The agency is currently conducting the 21st round of parenting and employment services classes which occur during the 2nd and 3rd weeks of each month. As of July 8th, 2015, there are a total of 444 enrolled participants, 221 “regular” services and 223 “extra” services. Of the extra services group, **83%** are employed or have been employed while enrolled in the grant.

MISCELLANEOUS

The agency is represented on a number of county-wide work groups:

Maria participates on the **Wellness Committee**, which meets monthly as well as the biweekly **Employee Appreciation Picnic Committee**.

Karen Ferry is a new member on the Safety Committee.

Budget preparations are a primary focus this month. Child Support has a late July deadline for the department’s budget submission meeting with administration.

WORK GROUP UPDATES

WOW – This group has discussed and has decided to implement specialization of the Review and Adjust duties in the Enforcement unit. This individual will also act as the point of contact for the Agency’s “What’s The Rush” presentation as well as perform back up duties for other Child Support staff.

Fun- Shine – The Committee provided staff with different choices of yogurt for an a.m. treat. 2 staff members also won beach chairs for providing the most correct answers in a “Brown County Historical Scavenger Hunt”. More fun is being planned for July!

Legal Clinic – The Legal Clinic of Brown County was currently recognized in the Office of Child Support Enforcement June newsletter; partners of the Legal Clinic were recognized for providing free legal services for those in need. Wisconsin Bureau of Child Support Director, Jackie Scharping, also acknowledged the agency’s role in partnering with the clinic.

SPSK Incentive – July is the first month for which the flexible scheduling option was exercised as a reward for reaching SPSK enrollment targets. Staff not only met, but exceeded, the goal of 32 enrollees (a total of 38 participants were actually randomized into the grant in June). July’s challenge is well under way and proving to be just as exciting.

Brown County Clerk Budget Status Report

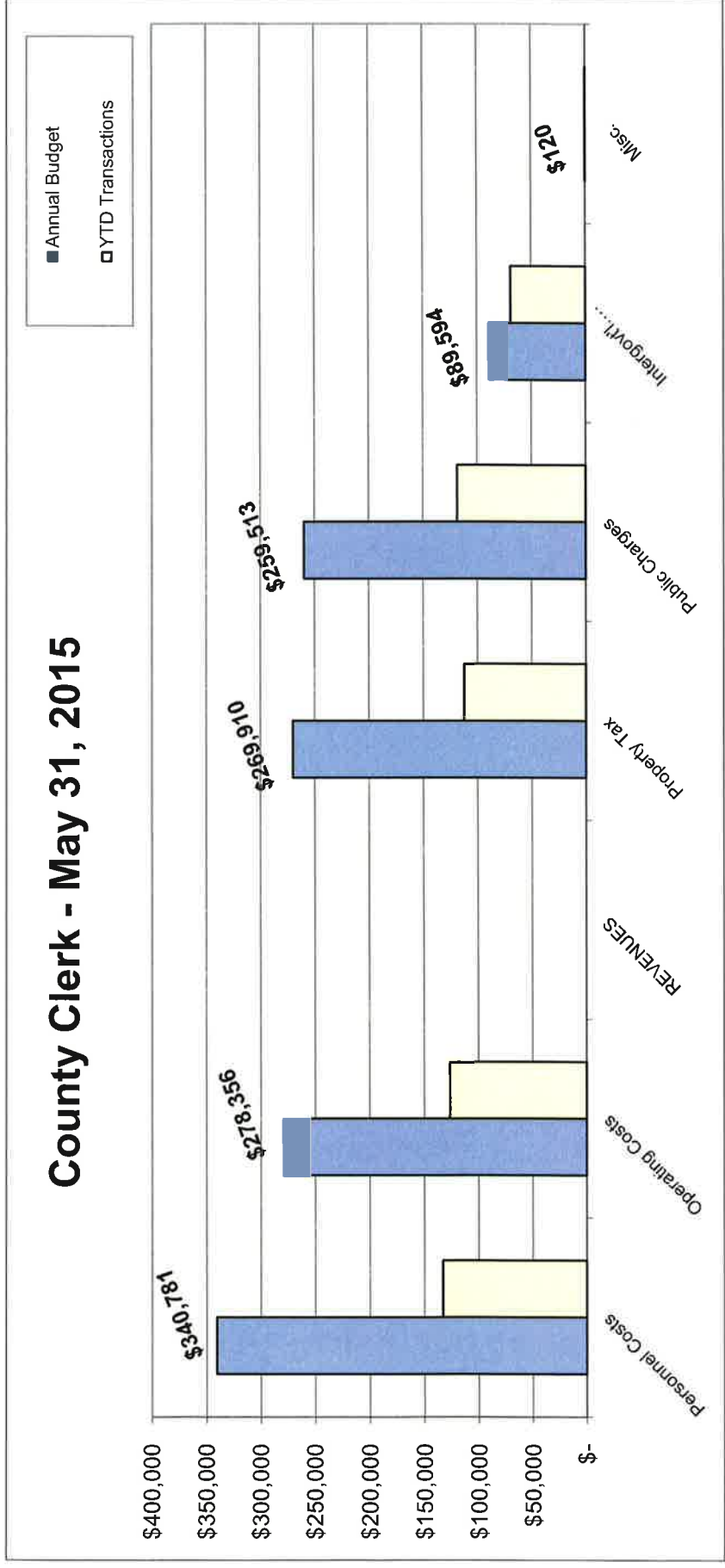
May 31, 2015	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 340,781	\$ 133,141	39%
Operating Costs	\$ 278,356	\$ 126,508	45%
REVENUES			
Property Tax	\$ 269,910	\$ 112,462	42%
Public Charges	\$ 259,513	\$ 118,413	46%
Intergovtl. Charge for Serv.	\$ 89,594	\$ 68,877	77%
Misc.	\$ 120	\$ 130	108%

HIGHLIGHTS - January- May Percent of Fiscal Year (33%)

Revenues are high due to passport sales and election chargebacks.

Expenditures: All Expenditures are at budget targets.

County Clerk - May 31, 2015





County Clerk

Date Range 01/01/15 - 05/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - Transactions	% used/ Rec'd
Fund 100 - GF									
REVENUE									
Department 019 - County Clerk									
<i>Property Taxes</i>									
4100	General property taxes	269,910.00	.00	269,910.00	22,492.50	.00	112,462.50	157,447.50	42%
	<i>Property taxes Totals</i>	\$269,910.00	\$0.00	\$269,910.00	\$22,492.50	\$0.00	\$112,462.50	\$157,447.50	42%
<i>Intergov Revenue</i>									
4700	Intergovt charges	89,594.00	.00	89,594.00	42,989.97	.00	68,877.08	20,716.92	77%
	<i>Intergov Revenue Totals</i>	\$89,594.00	\$0.00	\$89,594.00	\$42,989.97	\$0.00	\$68,877.08	\$20,716.92	77%
<i>Public Charges</i>									
4400.194	Permits Work permit	3,000.00	.00	3,000.00	282.50	.00	1,040.00	1,960.00	35
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	575.00	.00	23,475.00	(1,600.00)	107
4401.192	Licenses Marriage License	113,950.00	.00	113,950.00	13,580.00	.00	37,040.00	76,910.00	33
4401.194	Licenses Dog	4,250.00	.00	4,250.00	.00	.00	.00	4,250.00	0
4600.190	Charges and fees Passport	115,850.00	.00	115,850.00	8,297.80	.00	56,513.54	59,336.46	49
4601.012	Sales Copy machine use	88.00	.00	88.00	.00	.00	229.75	(141.75)	261
4601.196	Sales Directory	350.00	.00	350.00	4.74	.00	14.22	335.78	4
4609	Miscellaneous public charges	150.00	.00	150.00	100.00	.00	100.00	50.00	67
	<i>Public Charges Totals</i>	\$259,513.00	\$0.00	\$259,513.00	\$22,840.04	\$0.00	\$118,412.51	\$141,100.49	46%
<i>Miscellaneous Revenue</i>									
4900	Miscellaneous	120.00	.00	120.00	45.00	.00	130.00	(10.00)	108
	<i>Miscellaneous Revenue Totals</i>	\$120.00	\$0.00	\$120.00	\$45.00	\$0.00	\$130.00	(\$10.00)	108%
	Department 019 - County Clerk Totals	\$619,137.00	\$0.00	\$619,137.00	\$88,367.51	\$0.00	\$299,882.09	\$319,254.91	48%
	REVENUE TOTALS	\$619,137.00	\$0.00	\$619,137.00	\$88,367.51	\$0.00	\$299,882.09	\$319,254.91	48%
EXPENSE									
Department 019 - County Clerk									
<i>Personnel Costs</i>									
5100	Regular earnings	250,091.00	.00	250,091.00	18,215.81	.00	88,580.63	161,510.37	35
5100.998	Regular earnings Budget only	4,265.00	.00	4,265.00	.00	.00	.00	4,265.00	0
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	5,474.15	.00	7,761.95	(7,761.95)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	38.16	.00	803.43	(803.43)	+++
5102.300	Paid leave earnings Casual	.00	.00	.00	335.91	.00	542.68	(542.68)	+++
5102.400	Paid leave earnings Sick	.00	.00	.00	1,580.04	.00	1,580.04	(1,580.04)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	666.74	(666.74)	+++
5103.000	Premium Overtime	4,027.00	.00	4,027.00	14.69	.00	742.28	3,284.72	18
5110.100	Fringe benefits FICA	18,678.00	.00	18,678.00	1,942.76	.00	7,461.94	11,216.06	40
5110.110	Fringe benefits Unemployment compensation	635.00	.00	635.00	95.24	.00	365.58	269.42	58
5110.200	Fringe benefits Health insurance	37,876.00	.00	37,876.00	987.72	.00	15,361.68	22,514.32	41
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	82.27	.00	1,249.66	2,006.34	38
5110.220	Fringe benefits Life Insurance	609.00	.00	609.00	.00	.00	252.80	356.20	42
5110.230	Fringe benefits LT disability insurance	911.00	.00	911.00	67.37	.00	360.75	550.25	40



County Clerk

Date Range 01/01/15 - 05/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.235	Fringe benefits Disability Insurance	1,711.00	.00	1,711.00	143.00	.00	715.00	996.00	42
5110.240	Fringe benefits Workers compensation Insurance	275.00	.00	275.00	23.00	.00	115.00	160.00	42
5110.300	Fringe benefits Retirement	18,229.00	.00	18,229.00	1,312.88	.00	6,581.47	11,647.53	36
5198	Fringe benefits - Budget only	218.00	.00	218.00	.00	.00	.00	218.00	0
Personnel Costs Totals		\$340,781.00	\$0.00	\$340,781.00	\$30,313.00	\$0.00	\$133,141.63	\$207,639.37	39%
Operating Expenses									
5300.001	Supplies Office	8,100.00	.00	8,100.00	436.39	.00	4,281.12	3,818.88	53
5300.003	Supplies Technology	3,740.00	.00	3,740.00	.00	.00	.00	3,740.00	0
5300.004	Supplies Postage	8,700.00	.00	8,700.00	943.36	.00	3,082.03	5,617.97	35
5304	Printing	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0
5304.100	Printing Forms	37,250.00	.00	37,250.00	33,074.72	.00	33,074.72	4,175.28	89
5305	Dues and memberships	350.00	.00	350.00	.00	.00	100.00	250.00	29
5306.100	Maintenance agreement Software	15,398.00	.00	15,398.00	1,058.40	.00	5,292.00	10,106.00	34
5307.100	Repairs and maintenance Equipment	21,462.00	.00	21,462.00	.00	.00	.00	21,462.00	0
5310	Advertising and public notice	22,996.00	.00	22,996.00	4,974.41	.00	12,660.15	10,335.85	55
5330	Books, periodicals, subscription	902.00	.00	902.00	.00	.00	22.00	880.00	2
5340	Travel and training	4,000.00	.00	4,000.00	436.15	.00	1,687.53	2,312.47	42
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92
5600	Indirect cost	54,958.00	.00	54,958.00	4,580.00	.00	22,900.00	32,058.00	42
5601.100	Intra-county expense Technology services	33,821.00	.00	33,821.00	2,150.85	.00	13,892.78	19,928.22	41
5601.200	Intra-county expense Insurance	1,679.00	.00	1,679.00	140.00	.00	700.00	979.00	42
5601.400	Intra-county expense Copy center	17,500.00	.00	17,500.00	342.25	.00	11,338.23	6,161.77	65
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	319.60	447.40	42
5601.550	Intra-county expense Document center	590.00	.00	590.00	29.61	.00	161.38	428.62	27
5708	Professional services	4,000.00	.00	4,000.00	.00	.00	4,125.00	(125.00)	103
9003	Transfer out	30,700.00	.00	30,700.00	2,558.00	.00	12,790.00	17,910.00	42
Operating Expenses Totals		\$278,356.00	\$0.00	\$278,356.00	\$50,788.06	\$0.00	\$126,507.79	\$151,848.21	45%
Department 019 - County Clerk Totals		\$619,137.00	\$0.00	\$619,137.00	\$81,101.06	\$0.00	\$259,649.42	\$359,487.58	42%
EXPENSE TOTALS		\$619,137.00	\$0.00	\$619,137.00	\$81,101.06	\$0.00	\$259,649.42	\$359,487.58	42%
Fund 100 - GF Totals									
REVENUE TOTALS		619,137.00	.00	619,137.00	88,367.51	.00	299,882.09	319,254.91	48
EXPENSE TOTALS		619,137.00	.00	619,137.00	81,101.06	.00	259,649.42	359,487.58	42
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$7,266.45	\$0.00	\$40,232.67	(\$40,232.67)	



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 802 - Dog License									
REVENUE									
Public Charges									
4401	Licenses	28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0
	Public Charges Totals	\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
	REVENUE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
EXPENSE									
Operating Expenses									
5300	Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0
5310	Advertising and public notice	2,100.00	.00	2,100.00	300.36	.00	1,004.72	1,095.28	48
5330	Books, periodicals, subscription	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0
5885	Payments to districts	20,520.00	.00	20,520.00	.00	.00	.00	20,520.00	0
	Operating Expenses Totals	\$28,420.00	\$0.00	\$28,420.00	\$300.36	\$0.00	\$1,004.72	\$27,415.28	4%
	EXPENSE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$300.36	\$0.00	\$1,004.72	\$27,415.28	4%
Fund 802 - Dog License Totals									
REVENUE TOTALS		28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0
EXPENSE TOTALS		28,420.00	.00	28,420.00	300.36	.00	1,004.72	27,415.28	4
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	(\$300.36)	\$0.00	(\$1,004.72)	\$1,004.72	
Grand Totals									
REVENUE TOTALS		647,557.00	.00	647,557.00	88,367.51	.00	299,882.09	347,674.91	46
EXPENSE TOTALS		647,557.00	.00	647,557.00	81,401.42	.00	260,654.14	386,902.86	40
Grand Totals		\$0.00	\$0.00	\$0.00	\$6,966.09	\$0.00	\$39,227.95	(\$39,227.95)	

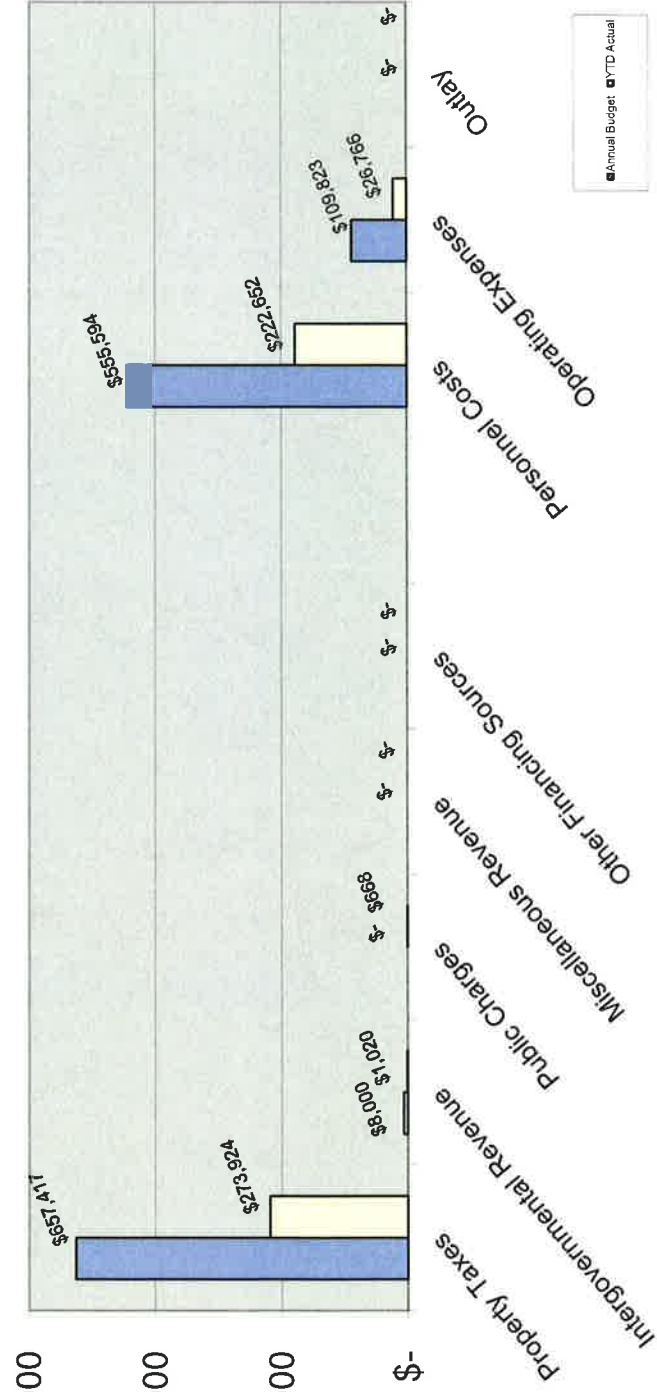
Brown County Corporation Counsel
Budget Status Report (Unaudited)
05/31/15

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 657,417	\$ 273,924	41.7%	
Intergovernmental Revenue	\$ 8,000	\$ 1,020	12.8%	
Public Charges	-	668	#DIV/0!	
Miscellaneous Revenue	-	-	#DIV/0!	
Other Financing Sources	-	-	#DIV/0!	
Personnel Costs	\$ 555,594	\$ 222,652	40.1%	
Operating Expenses	\$ 109,823	\$ 26,766	24.4%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Note: This area is available to add comments to help explain the financial results provided (i.e., budget on target, reasons for significant variances, etc.).

Corp. Counsel - May 31, 2015



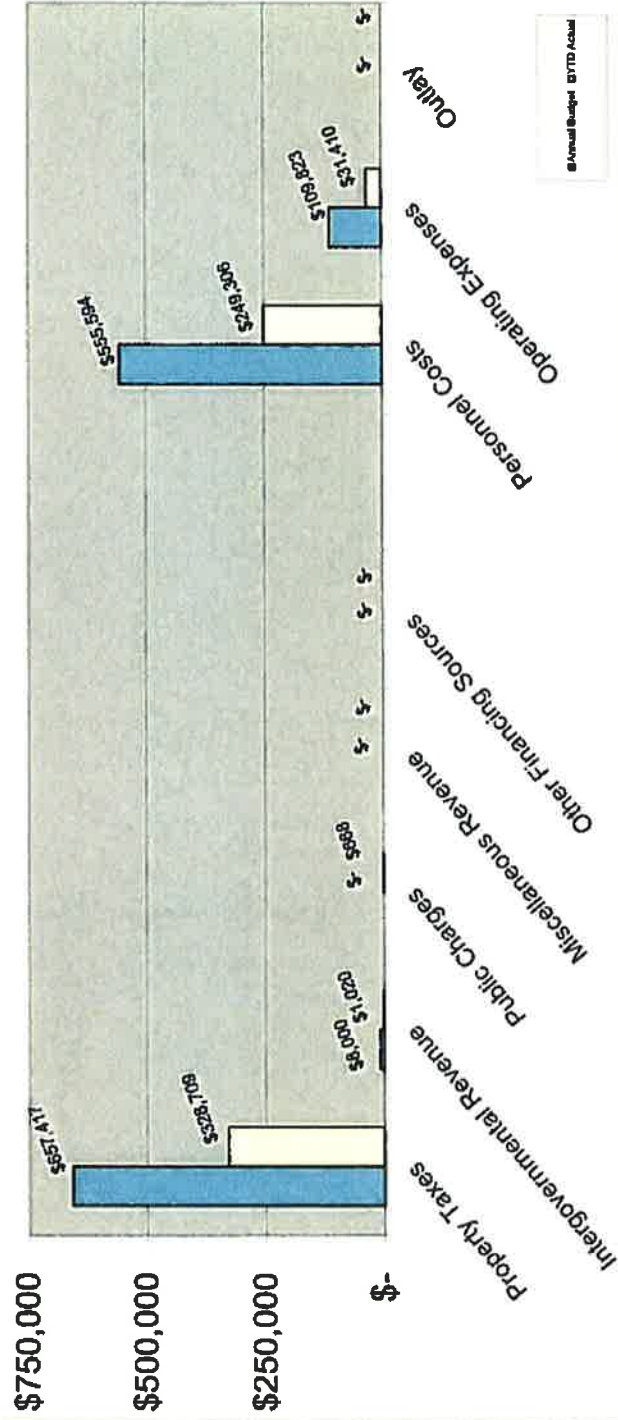
Brown County Corporation Counsel
Budget Status Report (Unaudited)
06/30/15

	Annual Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 657,417	\$ 328,709	50.0%	
Intergovernmental Revenue	\$ 8,000	\$ 1,020	12.8%	
Public Charges	-	668	#DIV/0!	
Miscellaneous Revenue	-	-	#DIV/0!	
Other Financing Sources	-	-	#DIV/0!	
Personnel Costs	\$ 555,594	\$ 249,308	44.9%	
Operating Expenses	\$ 109,823	\$ 31,410	28.6%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Note: This area is available to add comments to help explain the financial results provided (i.e., budget on target, reasons for significant variances, etc.).

Corp. Counsel - June 30, 2015





Budget by Account Classification Report

Through 06/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	657,417.00	.00	657,417.00	54,784.75	.00	328,708.50	328,708.50	50	633,423.00
Intergov Revenue	8,000.00	.00	8,000.00	.00	.00	1,020.00	6,980.00	13	5,880.00
Public Charges	.00	.00	.00	.00	.00	668.03	(668.03)	+++	715.49
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	8,994.01
REVENUE TOTALS	\$665,417.00	\$0.00	\$665,417.00	\$54,784.75	\$0.00	\$330,396.53	\$335,020.47	50%	\$649,012.50
EXPENSE									
Personnel Costs	555,594.00	.00	555,594.00	26,653.88	.00	249,306.22	306,287.78	45	550,031.62
Operating Expenses	109,823.00	.00	109,823.00	4,643.71	.00	31,409.70	78,413.30	29	64,522.22
EXPENSE TOTALS	\$665,417.00	\$0.00	\$665,417.00	\$31,297.59	\$0.00	\$280,715.92	\$384,701.08	42%	\$614,553.84
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$23,487.16	\$0.00	\$49,680.61	(\$49,680.61)		\$34,458.66
Grand Totals									
REVENUE TOTALS	665,417.00	.00	665,417.00	54,784.75	.00	330,396.53	335,020.47	50	649,012.50
EXPENSE TOTALS	665,417.00	.00	665,417.00	31,297.59	.00	280,715.92	384,701.08	42	614,553.84
Grand Totals	\$0.00	\$0.00	\$0.00	\$23,487.16	\$0.00	\$49,680.61	(\$49,680.61)		\$34,458.66

CORPORATION COUNSEL OFFICE

MONTHLY REPORT JUNE 2015

CORPORATION COUNSEL:

ADMINISTRATION: Respond to several questions presented by Chad Weininger regarding Robert's Rules of Order and Health Director duties and authority. Review the resolution for budget adjustments and approve as to form. Review and approve the resolution authorizing submittal of an application for the Community Development Block Grant housing program for small cities. Meeting with Chad Weininger regarding questions which arose on a survey. Meeting with Chad Weininger and Warren Kraft on various personal issues. Discussion with Chad Weininger regarding conducting surveys within the County.

ADRC: Review and edit the template for a Speaker engagement Agreement for use by ADRC.

BUDGET: Review documents from Internal Auditor on how to do the Budget by Account Classification to send to Committee on a monthly bases.

CIRCUIT COURT CLERK: Review the Guardian Ad Litem statutes and procedures. Meeting with John VanderLeest and Neil Basten to discuss procedures for Guardian Ad Litem fee collections. Response to a citizen sent over by John VanderLeest, Circuit Court Clerk, who was asking John VanderLeest to removed his name from a court caption from the State Circuit Court Access site, as he indicated to Mr. VanderLeest that he was dismissed out of the action. The citizen informed the Corporation Counsel that Mr. VanderLeest told him that the Corporation Counsel has this authority. Informed the citizen and Mr. VanderLeest that the authority to remove names from captions lies with the Courts and the State, and in cases of errors being entered in the system from Brown County the authority is Mr. VanderLeest's. The Corporation Counsel has no authority over the captions on the cases filed. Informed citizen as to what circumstances the State of Wisconsin allows the removal of names from captions. Research collections of debts and respond to questions of John VanderLeest in a letter regarding Guardian Ad Litem fees and Orders to Show Cause to the courts. Emails back and forth with Mr. VanderLeest on the Guardian Ad Litem fees and processes that need to be implemented. Further discussion with John VanderLeest as to collections on the Guardian Ad Litem fees and the ability to enter the judgments to obtain liens on property as well as Tax Intercept options. Further discussion with John VanderLeest telling him I would go to court to attempt collections for him but I needed his office processes and I would add to that process on the legal end and then meet with him to discuss and shore up the procedure.

CLAIMS: Review correspondence by WMMIC's attorney Sam Hall in regard the Jessica D. Reimer v. Brown County action, whereby Ms. Reimer is claiming rights to medical care while on Huber at the jail; Federal Court Judge Griesbach set up a scheduling order on

the Reimer action setting forth deadlines for disclosure, pleadings, motions, discovery, and trial (set for August 16-18, 2016). Review the claim of Justen Yang regarding alleged vehicle damage claiming an officer backed into his vehicle. Review claim of Gary DeWolfe alleging vehicle damage from a pot hole that blew out a tire. Review claim of Jane Beno alleging vehicle damage on two tires as a result of a detour she was directed to off of Highway X to turn onto Creamery Road. Discussion with Attorney Amy Doyle of Crivello Carlson law firm regarding the Joshua Anderson claim alleging injuries received at the Brown County Jail by his father. Review the claim of Bryant T. Ellis and Scott B. Ellis regarding denial of medical services while in Brown County jail.

CONTRACTS: Review and edit the Baycom Airbus Vesta Agreement for 911 services for the Public Safety Department. Review and edit the Fiber Optic Purchase Agreement as to the issues between Green Bay Metropolitan Sewage District and Brown County in the purchase agreement. Review and edit the EpicCare Agreement between Brown County Human Services and St. Vincent Hospital for access to health records. Second review and editing on the Redsky Agreement regarding software for the E911 System as to the changes made by Redsky. Review and comment on the Order Form documents on Kronos Telestaff for the services needed at the Sheriff's Department. Review and comment on the Kronos Telestaff master agreement for Brown County. Review and edit the UWGB and CTC Student Placement Agreement for internships. Review and edit the Interagency Service Agreement between ATTIC Correctional Services and Brown County TAD/Diversion Program. Review and edit Lamar Contract with New Zoo for advertising. Review and edit Interagency Services Agreement between ACS and County regarding AODA services on a voluntary participation bases. Review and edit the Specialized Transportation Services statutory program under Wis. Stat. §85.21 regarding reimbursements between ADRC and the Oneida Tribe. Review and edit the Green Bay Metropolitan Sewage District Contribution to Brown County Household Hazardous Waste Facility Agreement. Review and edit the Ice Age Imperials Exhibit for the Neville Public Museum display. Review and edit the Lease Agreement between Neville Museum and Event Pro for use of the parking lot on July 4th, 2015 for Music University programing. Review and edit the Kobussen Coach Terms and Conditions for the ADRC trip to Miller Park. Review and edit the American Data Software License Agreement for CTC. Review and edit the UWGB Dietetic Internship Agreement with CTC. Review and comment on the Foth Engineering and Professional Services contract changes. Review and edit the NWTC Student Placement Agreement and Addendum. Review and edit the Biebel's Catering and Rental Agreement for the Brown County Employee picnic. Review and edit the 1K Family Fun Walk for UW-Extension. Review and edit the Into the Arctic Exhibition Agreement for the Neville Museum. Review and edit the Exquisite Miniature Exhibition Agreement for the Neville Museum. Review and edit the Shoreland Intergovernmental contracts for services regarding floodplains and permitting. Review comments from Wisconsin Care as to what they want to delete from the contract and send my recommendations and comments to Risk Manager, Barb West. Review and edit the Medical College of Wisconsin Agreement for Community Treatment Center and attachments. Review and edit the Neville Museum Advertisement agreement. Review and comment on the Law Center Contract dealing with a Special Immigrant Juvenile on a Child in Need of Protection case. Review the Village of Ashwaubenon Fiber Optic Agreement and edit the Addendum No. 1 to said agreement. Review and edit the Fiber

Optic Agreement between Brown County and the Ashwaubenon School District. Review and edit the changes made to the Memorandum of Understanding between Brown County and various surrounding government entities for GIS services. Review and comment on changes to the Floodplain Zoning Agreement between Brown County and Village of Allouez. Review the Memorandum of Understanding between various local government entities including Brown County regarding the multi-jurisdictional support and funding for cable Television Programming, public media and Infrastructure. Review and comment on the draft contract from the Museum for marketing purposes.

CORPORATION COUNSEL: Attend Monday morning meetings with the County Executive for personnel issues in the past week. Discussion with Sue Gottfried, Administrative Secretary regarding a request from Public Works for a Quit Claim Deed. Review applications for the Paralegal-Administrative Secretary position for the office. Return call to Attorney Steve Krueger regarding the County's bid process and the Piggyback Clause which allows the acceptance of pricing from one government entity to another. Continue review of applications for the Paralegal-Administrative Secretary position. Review and mark the applicants chosen for an interview for the Paralegal-Administrative Secretary position. Review the interview questions for the Paralegal-Administrative Secretary position and prepare for the interviews. Conduct interviews for Paralegal-Administrative Secretary position for two days. Attend the Administration Committee Meeting to answer questions on the Department budget and monthly report. Attend training on Lexis legal research system. Attend training for budgeting on logos. Review and edit the Resolution to terminate coverage with the Local Government General Property Insurance Fund and to elect property insurance coverage from the new Municipal Property Insurance Company.

COUNTY BOARD: Discussion with County Board Supervisor regarding the Education and Recreation Committee agenda item and the process getting to the County Board floor. Review the Motion to Reconsider which was filed for County Board meeting. Research and review Robert's Rules of Order regarding general motions and motions for reconsideration. Preparation for the County Board Meeting and attend said meeting. Research Robert's Rules of Order regarding motions and failing for lack of a second in order to prepare to answer questions in this regard.

COUNTY EXECUTIVE: Research general County property and highway right-a-way lands as to process and statutory requirements when disposing of said property. Further research on the gifting of property to private entities, as well as gifting to other subdivisions of the State of Wisconsin. Draft a memorandum for County Executive regarding the County property research. Research naming rights of various county properties and respond to questions in this regard.

HEALTH DEPARTMENT: Discussion with Audrey Murphy, Chair of the Brown County Board of Health, regarding Duke Engeries and the Shirley Wind Farm Project as it relates to the currently received documents from Duke Energies and the procedure going forward. Discussion with Audrey Murphy regarding timelines and Chua's schedule and addressing her and Dr. Tibbet's concerns on the Wind Turbines. Call from Nicole Cantello of the EPA out of Chicago regarding coal dust from the C.Reiss Coal Company and the complaints filed in this regard, directed her to the Health Department as

unfamiliar with any complaints which have been filed in this regard. Review documents received by the Health Department regarding the Shirley Wind Farm Turbines. Respond to questions from Chua Xiong on Rabies Control Form and matters that need to be redacted from the form if there is an open records request. Discussion with Chua Xiong as to the status of the Wind Turbines and how this matter is being analyzed to present to the Board.

HIPAA: Review the Business Associate Agreement to be used for the County with other Contracts.

HUMAN RESOURCES: Discussion with Human Resources Analyst, Christina Connell, regarding the applications for the Paralegal-Administrative Secretary position and setting up interviews. Review and comment on letter to Mr. Gregory Straub of the Equal Rights Division in Madison Wisconsin concerning the claim filed in Weisnicht v. Brown County Highway Department ERD No. CR201501174 and EEOC No. 26 G2015000811C.

HUMAN SERVICES: Discussion with Staff Attorney regarding a pending human services case for commitment and issues involved with the matter. Meeting with Eric Pritzl regarding open records and specific exemptions for his department. Two telephone calls to Care Wisconsin to discuss the disputed terms under their agreement with the County.

INFORMATION SERVICES DEPARTMENT: Discussion with August Neverman, Director of Technology Services as to closed session language for the Administration Committee agenda.

INTERNAL AUDITOR: Discussion with the County Auditor regarding open records, surveys and compilation of data. Discussion with Dan Process as to open records and the procedures as well as budget status reporting sheets.

MEDICAL EXAMINER: Draft Resolution for fee increase for cremation permits, disinterment permits and death certificates.

OPEN RECORDS: Review open records request for outstanding checks, warrants and/or unclaimed funds sent by Internal Auditor, Dan Process. Discussion with Dan Process on open records law questions he had. Review response of Dan Process and attachments for the open records request and edit response to be in compliance with open records law. Work with Dan Process on wording for Human Services open records request exemptions. Review the State Statutes Chapter 32 as to the duties of the County Condemnation Commission and take a phone call to answer questions of Attorney Holden, Chair of said commission, regarding an open records request received as to an appraisal document received by the Condemnation Commission. Review documents sent by Attorney Holden in regard the open records request on the condemnation proceeding. Research open records law verses discovery requests and respond to Attorney Holden. Respond to questions of Risk Manager, Barb West, regarding open records request for notes and scoring on Requests for Proposals from ProPhoenix. Answer question of Chua Xiong regarding an open records request received regarding rabies matter and how to respond. Respond to Attorney Holden as to what my research shows as to liability on the

open records request for the appraisal document received by the Condemnation Commission.

PLANNING: Discussion with Barb West, Risk Manager, regarding the GIS Memorandum of Understanding and the status thereof. Send the last Memorandum of Understanding regarding the GIS to Jeff DuMez for changes which need to be made prior to execution. Answer questions regarding the NeighborWorks Agreement with the Neighborhood Housing Services of Green Bay. Discussion with Planning Department as to the drafting of a legal for an easement and two companion legals describing effected properties. Discussion with Jim Wallen regarding what is needed on the Renard Island Causeway Easement. Discussion with Planning Department regarding the release of information and request of the State of Wisconsin pertaining to mapping and property identification.

PLANNING, DEVELOPMENT & TRANSPORTATION: Draft closed session language for the PD&T meeting regarding employee disciplinary matters. Review the resolution for the table of organization for the Airport Maintenance Mechanic and approve as to form.

PORT AND RESOURCE RECOVERY: Review and edit the Resolution for the Great Lakes St. Lawrence River Basin Water Resources Compact. Discussion with Supervisor Erickson as to the Resolution and related documents for the Renard Island Easement. Discussion with Dean Haen on the Renard Island Easement and review of documents which he sent to update the documents and Resolution. Discussion with Dean Haen on the Dockwall Lease Agreement and what is needed on this matter and draft two Quit Claim Deeds. Discussion with Dean Haen on the Fox River Fiber claim and amendment to the agreement with Fox River Fiber and how to proceed with this matter. Review and edit Charitable Donation of Property letter to McDonald Companies for the donation of the easement for Renard Island access. Work on the Renard Island documents and review the Construction Easement and Access Easement granted the County from the City of Green Bay. Discussion with Dean Haen as to the two agreements he needs regarding Fox River Fiber and Kewaunee County. Discussion with Dean Haen on the two Quit Claim Deeds drafted dealing with the Dockwall Lease Agreement and the changes that need to be made. Review information as to registering on the Wisconsin Transfer Return website for the State of Wisconsin for Dean Haen as Dean needed Transfer Returns on the two Quit Claim Deeds. Review the Transfer Return and request a number of items of information from Dean in order to complete the forms. Partially complete the form and save until receive the information from Dean.

PROBATE: Respond to questions from the Probate Clerk regarding subpoenas and the fees paid to witnesses.

PUBLIC WORKS: Review the Order of the Wisconsin Department of Transportation for the conveyance of land to the State of Wisconsin for Highway Right of Way pursuant to Wis. Stat. §84.09(3)(b).

PUBLIC SAFETY COMMITTEE: Research information on drug testing of Wisconsin individuals who receive public assistance and draft resolution to go to the State of Wisconsin supporting drug testing public assistant recipients.

RISK MANAGEMENT: Discussion with Risk Manager, Barb West, regarding the Kronos Telestaff agreement for the Sheriff's Department. Discussion with Risk Manager regarding the Lamar Zoo Agreement for advertising purposes and issues which arose at the Zoo. Discussion with Risk Manager, Barb West, regarding safety courses and the need for training. Discussion with Barb West regarding the Care Wisconsin contract and the unresponsiveness of Care Wisconsin as to the changes in the contract. Respond to questions on County policies as it relates to the use of an individual's personal credit card by a County employee to get discounts for products received by the County. Discussion with Barb West, Risk Manager, regarding the Volunteer Agreement form to use at the Legal Resource Clinic being serviced by Child Support.

SHERIFF'S DEPARTMENT: Review inquiry from the Sheriff's Department regarding warrants and detaining individuals and respond. Return call to Attorney Keith Bruett with Quarles and Brady regarding the County's Scrap Metal Ordinance.

VETERANS: Discussion with Gerald Polus regarding their forms for services and the acceptance of outside documents for Law Firms. Meeting with Gerald Polus as to departmental policies and procedures for approval.

LITIGATION UPDATE

FOX RIVER FIBER: Review claim and draft denial for the alleged breach of contract claim by Fox River Fiber against Port & Resource Recovery.

FORECLOSURES: Review Summons and Complaint regarding JPMorgan Chase Bank v. Simbarashe Chiyangwa on the foreclosure of mortgage, and draft and file the answer in this matter.

DEPUTY CORPORATION COUNSEL: NO REPORT DUE – ATTORNEY ON FAMILY MEDICAL LEAVE

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 6
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 6
- Temporary Guardianship hearings (Ch. 54): 5
- Scheduling Conferences for contested cases (Ch. 54/55): 5
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 6

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 3
- Brown County Settlement Agreements (Ch. 51): 7

- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 1
- Out of county Settlement Agreement venue transfer (Ch. 51): 1

Judicial Hearings / Judge Zakowski and Judge Atkinson:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 3
- Brown County Settlement Agreements (Ch. 51): 5
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 3
- Final Civil Mental Health hearings (Ch. 51): 2
- Civil Mental Health Extension Hearings (Ch. 51): 6
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 8
- Annual Protective Placement Review hearings (Ch. 55): 3
- Guardianship hearings (Ch. 54): 10
- Protective Placement hearings (Ch. 55): 7
- Revocation of Settlement Agreement, Probable Cause and Final Hearing (Ch. 51): 1
- Emergency Protective Placement (Ch. 54/55): 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
- In person meetings with social workers
- Phone calls with social workers and other employees
- Phone calls with witnesses and public
- Read and respond to e-mails regarding cases, witnesses or other legal analysis
- Adult Protective Services case meetings
- HIPAA research/analysis/procedures: on-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager, review of Business Associate Agreements to be in compliance with current policies, analysis of current breaches and necessity to report, submission of business association agreement templates for Brown County contracts
- Meetings with office attorneys about on-going cases
- Attend morning reports at Community Treatment Center Nicolet Hospital for court updates

- Adult Protective Service staffing with caseworkers about investigations
- Intake for calls on questions regarding three party petitions and discussion with family members about options of how or if to proceed, referrals to appropriate supports for family
- Lexis legal research for ongoing cases
- Phone calls and meeting with attorney from Wisconsin Mutual Insurance Company regarding case in litigation and their representation of Brown County
- Negotiation of condemnation prices for public works and with land owners and their attorney
- Meeting with deputy director of human services department regarding residency and transition to Family Care
- Interviews for open paralegal position
- Planning meeting with Emergency Detention representatives from Brown County Sheriff, Green Bay Police, Brown County Community Treatment Center employees and Crisis Center regarding the updated procedure for making timelines for probable cause hearings when someone needs medical clearance
- Drafting procedure for Emergency Detention Committee regarding timelines for court
- Emergency Detention quarterly community meeting
- Meeting with Probate Circuit Court Judges about conflict of interest case
- Telephone conference with HIPAA director, medical staff and deputy director of human services regarding policy of drug seeking behavior for Community Treatment Center doctors
- Review of subrogation claims and cases

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

CHIPS:

1:45 Emergency Hearing with Court Commissioner: 11
 Pretrial Conferences: 12
 Plea/Disposition Hearings: 24
 Status Hearings: 3
 Extension/Permanency Plan Review Hearings: 9
 Contested Motion Hearing: 4
 Petitions Filed: 8
 Appointment with Social Worker: 17
 Discovery Requests filled: 12

Calls from Social Workers: 394
Calls with the Court: 79
Calls with outside Attorneys: 33
Calls with Witnesses: 2

Juveniles:

Case Review
Motions Written for Change of Venue and Release of Medical Records

HIPAA:

HIPAA Meeting : 1
Business Associate Agreement (Contract) Review: 1

CHIPS (other):

Agency Permanency Plan Review: 2
Child Protective Services Supervisors Meeting: 1
Department Case Consult with Juvenile Justice: 3
Child Advocacy Center:
Child Advocacy Center Advisory Board Meeting

Trainings: HIPAA Training: 1

CASA/Court: CASA Meeting: 1

Miscellaneous:

Vacation/Holidays: 5
HIPAA Compliance Officer Meeting -Breach Protocol
Interviews for Paralegal Position: 9
Lexis Training

TERMINATION OF PARENTAL RIGHTS (TPR):

Termination of Parental Rights

- Review files for discovery/court prep
- Motions for Summary Judgment Prepared: 1
- Hearings: 5
- Letters to Court/Counsel: 5
- Calls w/ Defense Counsel/Guardian ad Litem/Tribe: 5
- Calls to/from Human Services: 10
- Calls to/from Clerk's Office: 7
- Meetings w/ Social Workers: 2
- Email to/from Human Services: 10
- Email to/from Defense Counsel/Guardian ad Litem: 3
- Discovery Requests Filled: 4

Guardianship (Ch. 48)

- Review files for discovery/court prep
- Petitions filed: 9

- Hearings: 5
- Orders Prepared: 10
- Guardianship Reports Reviewed: 5
- Calls to/from Human Services: 15
- Calls to/from Clerk of Court: 5
- Meet w/ Social Workers: 2
- Emails to/from Human Services: 10
- Emails to Attorneys/Guardian ad Litem: 1
- Emails to/from Clerk of Courts: 5

Child in Need of Protection or Services (Ch. 48)

- Plea/Disposition/Status Hearings: 5
- Temporary Physical Custody Hearings: 2
- Permanency Plan Hearings: 3
- Phone calls w/ Human Services: 19

Guardianship (Ch. 54)

- Scheduling Conferences: 2
- Review Hearings: 4

Other Tasks

- Meet with County Treasurer Paul Zeller regarding unclaimed funds in the treasurer's office
- Review resumes for administrative assistant position
- Attend interviews for administrative assistant position
- Phone call/prepare open records request to Waushara County jail to obtain an inmate file
- Research case law regarding motion for summary judgment and prepare a brief regarding the same
- Attend deposition of Brown County Human Services Worker Amy Dingeldein regarding a Termination of Parental Rights matter
- Attend Town of Morrison meeting with County Treasurer Paul Zeller regarding in rem foreclosure procedure

Brown County
County Treasurer
Budget Status Report
5/31/2015

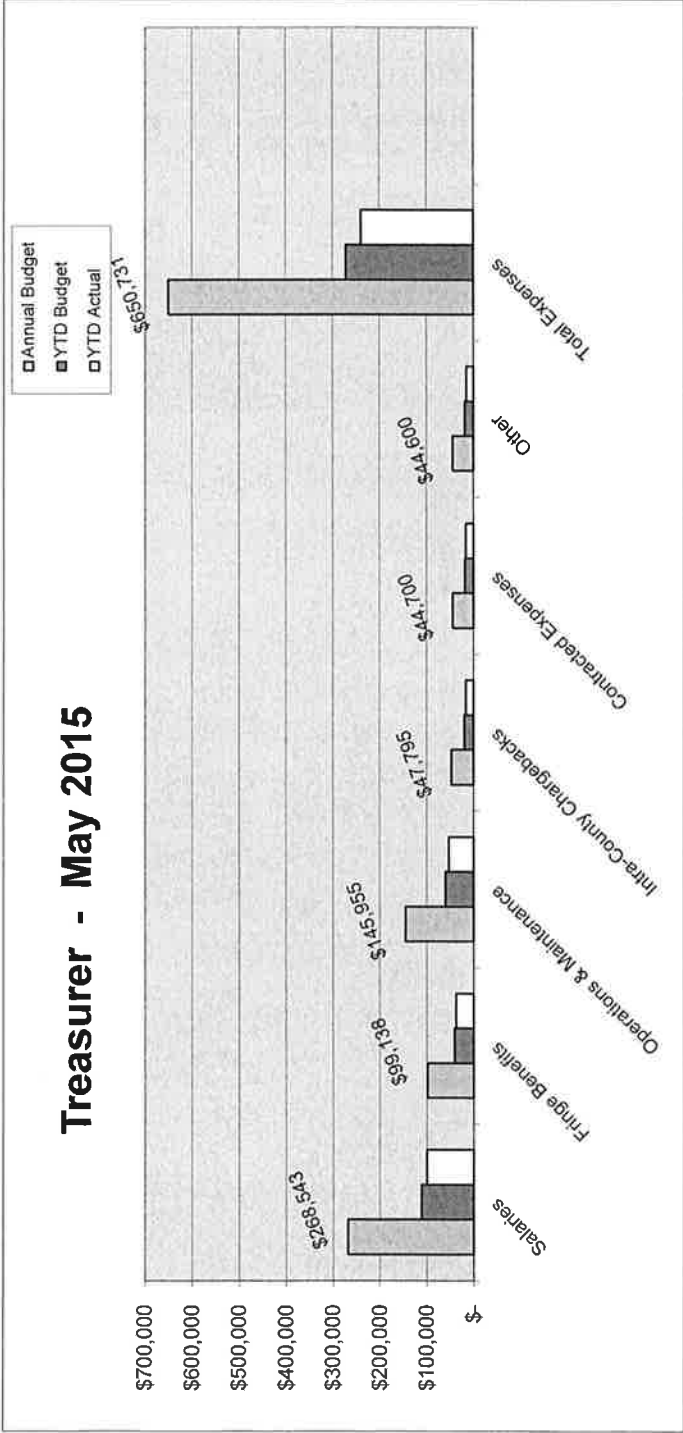
	Annual Budget	YTD Budget	YTD Actual
Property Tax Revenue	\$ 1,500,000	\$ 625,000	\$ 505,576
Investment Interest	\$ 687,000	\$ 286,250	\$ 499,178
Miscellaneous	\$ 70,000	\$ 29,167	\$ 33,365
Total Revenues	\$ 2,257,000	\$ 940,417	\$ 1,038,119
Salaries	\$ 268,543	\$ 111,893	\$ 100,577
Fringe Benefits	\$ 99,138	\$ 41,308	\$ 37,771
Operations & Maintenance	\$ 145,955	\$ 60,815	\$ 52,736
Intra-County Chargebacks	\$ 47,795	\$ 19,915	\$ 16,622
Contracted Expenses	\$ 44,700	\$ 18,625	\$ 16,447
Other	\$ 44,600	\$ 18,583	\$ 15,014
Total Expenses	\$ 650,731	\$ 271,138	\$ 239,167
Levy Distribution	\$ 1,606,269	\$ 669,279	\$ 669,279
Budget Surplus/(Shortfall)	\$ -	\$ -	\$ 129,673

Please Note:

Through the first five months of fiscal 2015, the Treasurer's office is showing a \$130k positive budget variance. This variance is primarily due to a one-time gain from the sale of bonds in March which increased our investment interest.

\$ 129,673 BUDGET SURPLUS

Treasurer - May 2015





Budget Performance Report

Date Range 01/01/15 - 05/31/15
Include Rollup Account and Rollup to Account

Account	Account Description	Fund	100 - GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
REVENUE											
Department 080 - Treasurer											
Division 001 - General											
4100	General property taxes		(1,606,269.00)	.00	(1,606,269.00)	(133,855.75)	.00	.00	(669,278.75)	(936,990.25)	42
4108	Interest on taxes		1,055,000.00	.00	1,055,000.00	35,530.39	.00	.00	356,543.01	698,456.99	34
4109	Penalties on taxes		405,000.00	.00	405,000.00	9,102.87	.00	.00	134,594.43	270,405.57	33
4110	Penalties on special assessments		40,000.00	.00	40,000.00	723.86	.00	.00	14,438.74	25,561.26	36
4700	Intergovt charges		50,000.00	.00	50,000.00	611.63	.00	.00	25,259.94	24,740.06	51
4900	Miscellaneous		30,000.00	.00	30,000.00	240.00	.00	.00	8,104.96	21,895.04	27
4905	Interest		687,000.00	.00	687,000.00	114,593.88	.00	.00	499,177.78	187,822.22	73
4960	Gain or Loss on Sale - Tax Deeds		(10,000.00)	.00	(10,000.00)	.00	.00	.00	.00	(10,000.00)	0
Division 001 - General Totals					\$650,731.00	\$0.00	\$26,946.88	\$0.00	\$368,840.11	\$281,890.89	57%
Department 080 - Treasurer Totals					\$650,731.00	\$0.00	\$26,946.88	\$0.00	\$368,840.11	\$281,890.89	57%
REVENUE TOTALS					\$650,731.00	\$0.00	\$26,946.88	\$0.00	\$368,840.11	\$281,890.89	57%
EXPENSE											
Department 080 - Treasurer											
Division 001 - General											
Regular earnings											
5100	Regular earnings		261,480.00	.00	261,480.00	14,482.66	.00	.00	89,520.71	171,959.29	34
5100.998	Regular earnings Budget only		4,361.00	.00	4,361.00	.00	.00	.00	.00	4,361.00	0
5100 - Regular earnings Totals					\$265,841.00	\$14,482.66	\$0.00	\$0.00	\$89,520.71	\$176,320.29	34%
Paid leave earnings											
5102	Paid leave earnings		.00	.00	.00	1,858.07	.00	.00	8,157.98	(8,157.98)	+++
5102.100	Paid leave earnings Paid Leave		.00	.00	.00	24.25	.00	.00	1,271.35	(1,271.35)	+++
5102.200	Paid leave earnings Personal		.00	.00	.00	.00	.00	.00	292.03	(292.03)	+++
5102.300	Paid leave earnings Casual		.00	.00	.00	.00	.00	.00	687.27	(687.27)	+++
5102.500	Paid leave earnings Holiday		.00	.00	.00	.00	.00	.00	.00	.00	+++
5102 - Paid leave earnings Totals					\$0.00	\$1,882.32	\$0.00	\$0.00	\$10,408.63	(\$10,408.63)	+++
Premium											
5103	Premium		2,702.00	.00	2,702.00	.00	.00	.00	647.67	2,054.33	24
5103.000	Premium Overtime		\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$0.00	\$647.67	\$2,054.33	24%
5103 - Premium Totals					\$2,702.00	\$0.00	\$0.00	\$0.00	\$647.67	\$2,054.33	24%
Fringe benefits											
5110	Fringe benefits FICA		19,416.00	.00	19,416.00	1,192.02	.00	.00	7,276.39	12,139.61	37
5110.100	Fringe benefits Unemployment compensation		661.00	.00	661.00	58.44	.00	.00	356.43	304.57	54
5110.200	Fringe benefits Health Insurance		52,068.00	.00	52,068.00	1,673.28	.00	.00	20,381.52	31,686.48	39
5110.210	Fringe benefits Dental Insurance		5,764.00	.00	5,764.00	167.88	.00	.00	1,978.98	3,785.02	34
5110.220	Fringe benefits Life Insurance		580.00	.00	580.00	.00	.00	.00	217.99	362.01	38
5110.230	Fringe benefits LT disability insurance		933.00	.00	933.00	41.11	.00	.00	251.96	681.04	27
5110.235	Fringe benefits Disability insurance		1,901.00	.00	1,901.00	158.00	.00	.00	790.00	1,111.00	42
5110.240	Fringe benefits Workers compensation insurance		287.00	.00	287.00	24.00	.00	.00	120.00	167.00	42
5110.300	Fringe benefits Retirement		17,390.00	.00	17,390.00	1,118.73	.00	.00	6,397.76	10,992.24	37



Budget Performance Report

Date Range 01/01/15 - 05/31/15
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
5110 - Fringe benefits									
5198	Fringe benefits - Budget only	\$99,000.00	\$0.00	\$99,000.00	\$4,433.46	\$0.00	\$37,771.03	\$61,228.97	38%
5300	Supplies	138.00	.00	138.00	.00	.00	.00	138.00	0
5300	Supplies	4,450.00	.00	4,450.00	.00	.00	.00	4,450.00	0
5300.001	Supplies Office	6,982.00	.00	6,982.00	872.50	.00	3,885.91	3,096.09	56
5300.004	Supplies Postage	48,000.00	.00	48,000.00	1,762.93	.00	20,210.03	27,789.97	42
	5300 - Supplies Totals	\$59,432.00	\$0.00	\$59,432.00	\$2,635.43	\$0.00	\$24,095.94	\$35,336.06	41%
5304	Printing								
5304.100	Printing Forms	14,450.00	.00	14,450.00	.00	873.60	3,040.00	10,536.40	27
	5304 - Printing Totals	\$14,450.00	\$0.00	\$14,450.00	\$0.00	\$873.60	\$3,040.00	\$10,536.40	27%
5305	Dues and memberships	100.00	.00	100.00	.00	.00	100.00	.00	100
5306	Maintenance agreement								
5306.100	Maintenance agreement Software	4,240.00	.00	4,240.00	235.00	.00	1,175.00	3,065.00	28
	5306 - Maintenance agreement Totals	\$4,240.00	\$0.00	\$4,240.00	\$235.00	\$0.00	\$1,175.00	\$3,065.00	28%
5307	Repairs and maintenance								
5307.100	Repairs and maintenance Equipment	1,500.00	.00	1,500.00	.00	.00	320.00	1,180.00	21
	5307 - Repairs and maintenance Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$320.00	\$1,180.00	21%
5310	Advertising and public notice	8,350.00	.00	8,350.00	.00	.00	889.24	7,460.76	11
5330	Books, periodicals, subscription	192.00	.00	192.00	.00	.00	.00	192.00	0
5340	Travel and training	1,450.00	.00	1,450.00	.00	.00	683.58	766.42	47
5390	Miscellaneous	2,500.00	.00	2,500.00	50.00	.00	688.25	1,811.75	28
5392	Service fees	53,000.00	.00	53,000.00	4,028.05	.00	21,743.92	31,256.08	41
5410	Insurance								
5410.400	Insurance Bond	741.00	.00	741.00	.00	.00	.00	741.00	0
	5410 - Insurance Totals	\$741.00	\$0.00	\$741.00	\$0.00	\$0.00	\$0.00	\$741.00	0%
5601	Intra-county expense								
5601.100	Intra-county expense Technology services	34,817.00	.00	34,817.00	2,202.79	.00	14,110.62	20,706.38	41
5601.200	Intra-county expense Insurance	1,890.00	.00	1,890.00	158.00	.00	790.00	1,100.00	42
5601.300	Intra-county expense Other departmental	300.00	.00	300.00	60.00	.00	90.00	210.00	30
5601.350	Intra-county expense Highway	5,200.00	.00	5,200.00	.00	.00	338.22	4,861.78	7
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	.00	.00	26.80	973.20	3
5601.450	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	53.75	75.25	42
5601.550	Intra-county expense Document center	4,459.00	.00	4,459.00	222.51	.00	1,212.64	3,246.36	27
	5601 - Intra-county expense Totals	\$47,795.00	\$0.00	\$47,795.00	\$2,654.05	\$0.00	\$16,622.03	\$31,172.97	35%
5700	Contracted services	44,700.00	.00	44,700.00	6,266.01	.00	16,447.05	28,252.95	37
5810	Tax deed	33,600.00	.00	33,600.00	1,898.79	.00	5,115.68	28,484.32	15



Budget Performance Report

Date Range 01/01/15 - 05/31/15
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
Tax refund									
5815	Tax refund Personal property	7,000.00	.00	7,000.00	.00	.00	9,324.79	(2,324.79)	133
5815.100	Tax refund Real estate property	1,500.00	.00	1,500.00	.00	.00	573.48	926.52	38
5815 - Tax refund Totals									
		\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$9,898.27	(\$1,398.27)	116%
5835	Soil testing	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Division 001 - General Totals									
		\$650,731.00	\$0.00	\$650,731.00	\$38,565.77	\$873.60	\$239,167.00	\$410,690.40	37%
Department 080 - Treasurer Totals									
		\$650,731.00	\$0.00	\$650,731.00	\$38,565.77	\$873.60	\$239,167.00	\$410,690.40	37%
EXPENSE TOTALS									
		\$650,731.00	\$0.00	\$650,731.00	\$38,565.77	\$873.60	\$239,167.00	\$410,690.40	37%
Fund 100 - GF Totals									
		650,731.00	.00	650,731.00	26,946.88	.00	368,840.11	281,890.89	57
REVENUE TOTALS									
		650,731.00	.00	650,731.00	38,565.77	873.60	239,167.00	410,690.40	37
EXPENSE TOTALS									
		\$0.00	\$0.00	\$0.00	(\$11,618.89)	(\$873.60)	\$129,673.11	(\$128,799.51)	
Fund 100 - GF Totals									
		\$0.00	\$0.00	\$0.00	(\$11,618.89)	(\$873.60)	\$129,673.11	(\$128,799.51)	
Grand Totals									
		650,731.00	.00	650,731.00	26,946.88	.00	368,840.11	281,890.89	57
REVENUE TOTALS									
		650,731.00	.00	650,731.00	38,565.77	873.60	239,167.00	410,690.40	37
EXPENSE TOTALS									
		\$0.00	\$0.00	\$0.00	(\$11,618.89)	(\$873.60)	\$129,673.11	(\$128,799.51)	
Grand Totals									
		\$0.00	\$0.00	\$0.00	(\$11,618.89)	(\$873.60)	\$129,673.11	(\$128,799.51)	

2015
Updated

Treasurer

Position	FTE	Unit Rate	Budget Hours	Cost	Employee	Sub Department	Full Org Set Code	Calculated Allocation
Treasurer	1.00	33.17	2080	69,000	REINHARD, MARY E	Treasurer	100.080.001	100.00%
Deputy Treasurer	1.00	25.91	2080	54,103	MAHLIK, CHARLES T	Treasurer	100.080.001	100.00%
Financial Specialist	1.00	22.88	2080	47,774	CARVIOU, JASON W	Treasurer	100.080.001	100.00%
Account Clerk II	1.00	19.12	1950	37,426	THEYS, JOAN M	Treasurer	100.080.001	100.00%
Account Clerk II	1.00	19.12	up to 1950	37,426	VAN LANEN, CORINNE M	Treasurer	100.080.001	100.00%
LTE-Tax Collection Help	0.67	11.25	13	1200	15,751	Treasurer	100.080.001	100.00%
Budgeted Overtime			OR 12.11	2,702		Treasurer	100.080.001	100.00%
	5.67		11540	264,182				

Regular Earnings	264,182
Fringe Benefits	99,000
2015 Total Compensation	363,182

LTE (Tax Collection Help)

PLS. Approve Hourly Pay Increase

Discretion
Up to Max \$13.00 per Hour

Last pay increase was 2010 to \$11.25
2010 Budget \$11.25 x 2,515 hours

8a

7-15-15

RE: Uncashed Checks List

Original List = 327

New List = 245

Claimed, Reconciled, Voided = 81

Claimed Amount = \$20,668.81

Outstanding Amount= \$104,087.29

Estimated Mailing Costs = \$127.53

Estimated Publishing Cost Savings = \$1539 - \$1620

Paul Zeller

Paul Zeller

Brown County Treasurer

920-448-4074

zeller_pd@co.brown.wi.us

§59.61 of the Wisconsin State Statutes provides that the County Board shall designate and approve a listing of the County’s depositories, and as from time to time this list may be changed. The Brown County Treasurer has prepared this list to show and reflect the approved financial institutions.

In accordance with §59.61 of the Wisconsin State Statutes, the Brown County Board does recommend adoption of the list of depositories as follows:

<u>Financial Institution</u>	<u>Location</u>
Baylake Bank	Various
Denmark State Bank	Denmark and Green Bay
Greenleaf Wayside Bank	Greenleaf, Wayside and Wrightstown
North Shore Bank	Various
Unison Credit Union	De Pere and Wrightstown
Associated Bank	Various
US Bank, N.A. and US Bank Milwaukee	Various
BMO Harris Bank	Various
Bank First National	Various
Bank Mutual	Green Bay
First Business Bank – Northeast	Green Bay
First Business Bank – Milwaukee	Milwaukee
First Merit Bank	Various
Johnson Bank	Green Bay
Nicolet National Bank	Green Bay
Wells Fargo Bank	Green Bay
JP Morgan Chase Bank	Various

Duly and officially adopted by the County Board on: _____
Date

Signed: _____
Board Chairperson
Approved: _____
County Executive

County Clerk Date
Treasurer: _____
Date

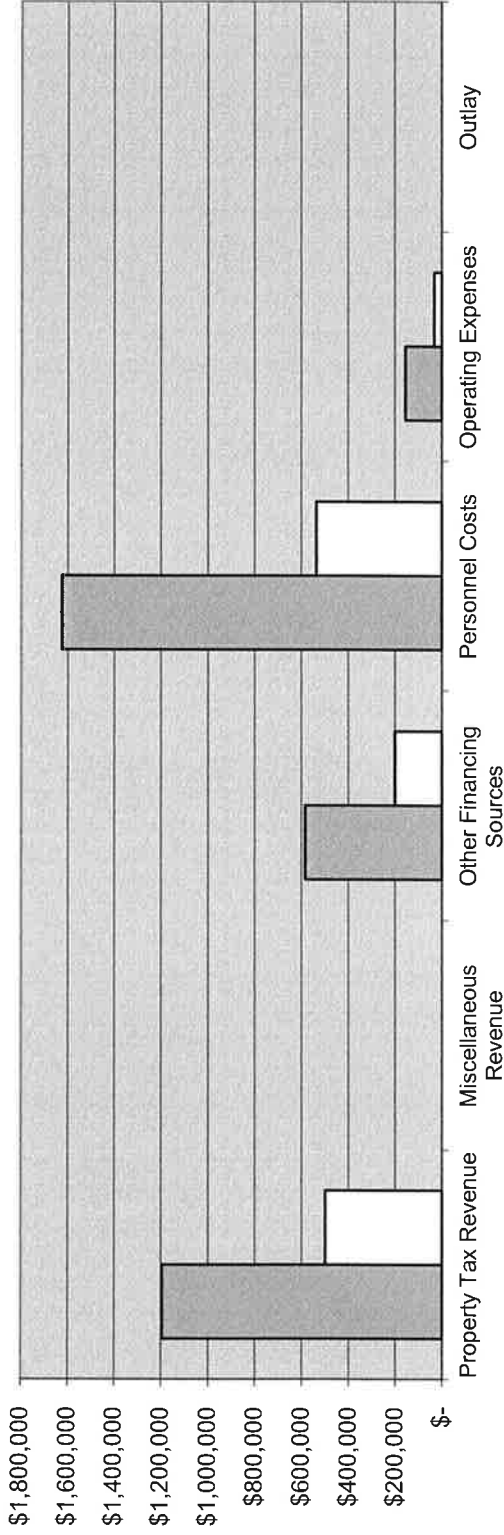
HIGHLIGHTS:

Revenues: Other financing sources variance includes a reimbursement for project team personnel costs which is trending lower due to vacancy of project team members.

Expenses: Personnel costs are trending lower due to vacancies of project team members and Finance Director. Operating expenses are under budget due to the carryover dollars for financial consulting services not being used as of the end of April.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,196,251	\$ 498,438	42%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 583,126	\$ 200,913	34%
Personnel Costs	\$ 1,624,556	\$ 535,666	33%
Operating Expenses	\$ 154,821	\$ 31,041	20%
Outlay	\$ -	\$ -	0%

Administration May 31, 2015





Administration Budget Performance Report

Through 05/31/15

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,196,251.00	.00	1,196,251.00	99,687.58	.00	498,437.90	697,813.10	42	501,649.60
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	525,352.00	57,774.00	583,126.00	27,603.69	.00	200,913.02	382,212.98	34	176,699.65
REVENUE TOTALS	\$1,721,603.00	\$57,774.00	\$1,779,377.00	\$127,291.27	\$0.00	\$699,350.92	\$1,080,026.08	39%	\$678,349.25
EXPENSE									
Personnel Costs	1,624,556.00	.00	1,624,556.00	91,022.46	.00	535,666.45	1,088,889.55	33	525,945.27
Operating Expenses	97,047.00	57,774.00	154,821.00	5,351.91	.00	31,040.69	123,780.31	20	31,916.87
EXPENSE TOTALS	\$1,721,603.00	\$57,774.00	\$1,779,377.00	\$96,374.37	\$0.00	\$566,707.14	\$1,212,669.86	32%	\$557,862.14
Fund 100 - GF Totals									
REVENUE TOTALS	1,721,603.00	57,774.00	1,779,377.00	127,291.27	.00	699,350.92	1,080,026.08	39	678,349.25
EXPENSE TOTALS	1,721,603.00	57,774.00	1,779,377.00	96,374.37	.00	566,707.14	1,212,669.86	32	557,862.14
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$30,916.90	\$0.00	\$132,643.78	(\$132,643.78)		\$120,487.11
Grand Totals									
REVENUE TOTALS	1,721,603.00	57,774.00	1,779,377.00	127,291.27	.00	699,350.92	1,080,026.08	39	678,349.25
EXPENSE TOTALS	1,721,603.00	57,774.00	1,779,377.00	96,374.37	.00	566,707.14	1,212,669.86	32	557,862.14
Grand Totals	\$0.00	\$0.00	\$0.00	\$30,916.90	\$0.00	\$132,643.78	(\$132,643.78)		\$120,487.11

2015 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
<u>15-42</u>	6/17/15	Cty Clerk	Unity and AutoMark Elections Software Training for new staff. ESS Trainer will travel to Green Bay for training services. Recommended 5 days training for employees not experienced in software. Cost is \$1,575 per day. Amount: \$7,875	1	Approved 6/17/15	N	--	J3169 No actual
<u>15-43</u>	6/22/15	Sheriff	This request is to increase overtime and fringe benefits to reflect participation in a WI DOT BOTS Speed Task Force enforcement grant. This task force grant is administered by the Green Bay Police Dept and runs the summer months of 2015 only. Increased expenses are offset by grant revenue. Amount: \$9,672	7	Approved 6/29/15	Y	Pub Saf - 8/5/15 Cty Bd - 8/19/15	
<u>15-44</u>	6/23/15	PSC	Emergency Management-Hazmat's EPCRA equipment grant awarded for the 2015 year was more than originally anticipated. The 20% match requirement of this grant is typically met by using fund balance. This budget adjustment is to appropriate the additional funding and to redistribute to the proper general ledger accounts. Amount: \$3,318 In 2014, the Hazmat team received a \$1,000 donation for equipment/supplies damaged during a certain incident. This budget adjustment is requesting the use of fund balance to purchase the replacement equipment/supplies. Amount: \$1,000	7	Approved 6/29/15	Y	Pub Saf - 8/5/15 Cty Bd - 8/19/15	
<u>15-45</u>	6/25/15	PALS	Planning and Land Services originally anticipated issuing more loans from the Brown County CDBG - Housing Revolving Loan Fund program in 2014. This budget adjustment request is to appropriate the remaining CDBG-Housing RLF fund balance to be spent in 2015. Amount: \$59,715	8	Approved 6/29/15	Y	PD&T - 7/27/15 Cty Bd - 8/19/15	

Revised 7/10/15

10

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 14, 2015

Committee Date:
July 23, 2015

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: July Director's Report

I. Risk & Purchasing Department

Events: Nine (9) events were recorded. One event was a bird strike at the airport damaging a plane. One event related to tire damage due to unmarked potholes. An alleged illegal U-turn by a Highway employee caused a vehicle accident resulting in an event. The remaining six events took place at the zoo. The events ranged from alleged goat bites, a trip and fall from fleeing a charging goose to a couple of stumbles and falls from the activities at the Adventure Park. There were no serious injuries.

Claims: Three claims were filed. One claim was filed for vehicle damage from unmarked potholes. A vehicle damage claim was filed resulting from a Sheriff Department employee backing into it. The third claim alleges tampering with evidence resulted in wrongful incarceration.

Property Damage: There were two property damage events during the month of June. A Highway Department tractor with side and rear mowers tipped on its side. The tractor loss was reported to our property insurer. A legally parked squad car was backed into by a resident driving out of her driveway. One disallowance was issued.

Insurance: A discussion was held with Aon Risk Services and Miron Construction regarding a Builders Risk policy for the Indoor Sensory Courtyard project at Syble Hopp. Construction has been underway for a month which makes purchasing a policy difficult. A request was made to Miron Construction to cover the project under their Master Builders' Risk policy. Separate insurance applications were completed by each of the psychiatrists at CTC as a requirement of the new insurer, Coverys.

Training: County employees completed 15 LocalGovU training courses in June. The majority of those completing course work were Jail employees completing the Workplace Harassment and Use of Force Corrections training.

II. Finance Department

2014 Budget: The CAFR is complete and available for review.

2016 Budget: Department Heads received draft levy targets during the budget kick-off meeting. Budget submission meetings will start July 13 and run to August 8th.

III. Logos Project Implementation Update

Staff and resources have been allocated to finish KRONOS. The Logos 9.2 Service Pack 1 contains Affordable Care Act updates, which will help insure our mandatory compliance. The service pack is currently being reviewed and tested prior to implementation.

If you have any questions, please feel free to contact me at 448-4035.

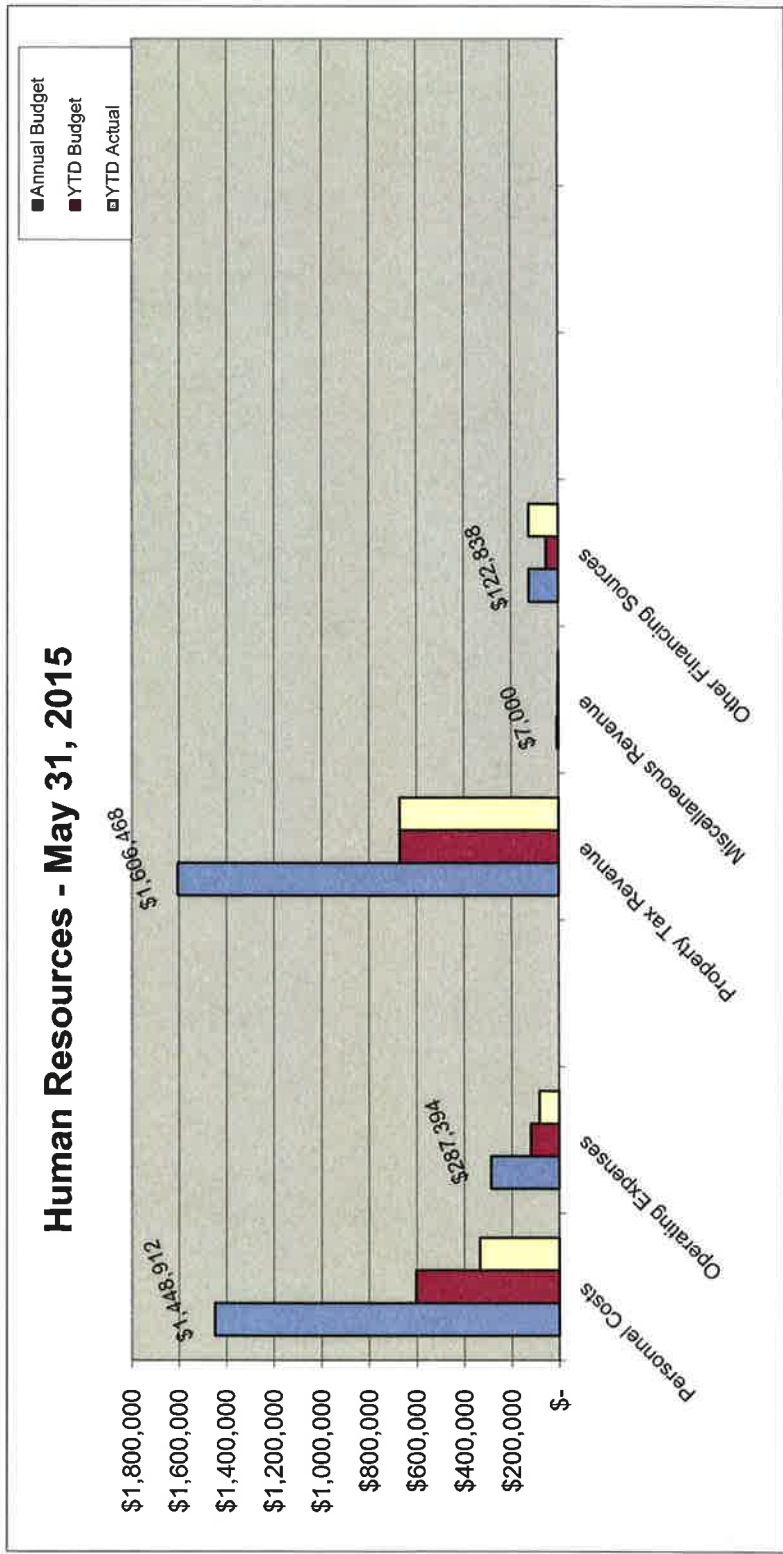
cc: Troy Streckenbach – County Executive

Brown County
Human Resources
Budget Status Report
5/31/2015

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,448,912	\$ 603,713	\$ 335,091
Operating Expenses	\$ 287,394	\$ 119,748	\$ 83,327
Property Tax Revenue	\$ 1,606,468	\$ 669,362	\$ 669,362
Miscellaneous Revenue	\$ 7,000	\$ 2,917	\$ 1,039
Other Financing Sources	\$ 122,838	\$ 51,183	\$ 122,838

Personnel Costs: Savings of \$268,622 due to position vacancies.

Operating Expenses are within budgeted amounts.





Human Resources Budget Performance Report

Through 05/31/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,606,468.00	.00	1,606,468.00	133,872.33	.00	669,361.65	937,106.35	42	680,345.40
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	7,000.00	.00	7,000.00	371.00	.00	1,039.00	5,961.00	15	5,728.61
Other Financing Sources	.00	122,838.00	122,838.00	.00	.00	122,838.00	.00	100	200,000.00
REVENUE TOTALS	\$1,613,468.00	\$122,838.00	\$1,736,306.00	\$134,243.33	\$0.00	\$793,238.65	\$943,067.35	46%	\$886,074.01
EXPENSE									
Personnel Costs	1,373,912.00	75,000.00	1,448,912.00	59,557.74	.00	335,091.31	1,113,820.69	23	327,943.09
Operating Expenses	239,556.00	47,838.00	287,394.00	11,899.02	.00	83,326.99	204,067.01	29	116,635.14
EXPENSE TOTALS	\$1,613,468.00	\$122,838.00	\$1,736,306.00	\$71,456.76	\$0.00	\$418,418.30	\$1,317,887.70	24%	\$444,578.23
Fund 100 - GF Totals									
REVENUE TOTALS	1,613,468.00	122,838.00	1,736,306.00	134,243.33	.00	793,238.65	943,067.35	46	886,074.01
EXPENSE TOTALS	1,613,468.00	122,838.00	1,736,306.00	71,456.76	.00	418,418.30	1,317,887.70	24	444,578.23
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$62,786.57	\$0.00	\$374,820.35	(\$374,820.35)		\$441,495.78
Grand Totals									
REVENUE TOTALS	1,613,468.00	122,838.00	1,736,306.00	134,243.33	.00	793,238.65	943,067.35	46	886,074.01
EXPENSE TOTALS	1,613,468.00	122,838.00	1,736,306.00	71,456.76	.00	418,418.30	1,317,887.70	24	444,578.23
Grand Totals	\$0.00	\$0.00	\$0.00	\$62,786.57	\$0.00	\$374,820.35	(\$374,820.35)		\$441,495.78

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

Date: July 14, 2015
To: Administration Committee Members
From: Warren Kraft – HR Director
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR JUNE 2015

Hires:**Full-Time:**

Child Support Specialist	2
Clerk Typist II – Reg. of Deeds	1
Clinical Social Worker	1
Correctional Officer	2
Economic Support Specialist I	2
Highway Crew	2
Human Resources Analyst	1
Senior Accountant	1
Social Services Aide I	1
Social Worker/Case Manager	1
Welfare Fraud Investigator Aide	1

Part-Time:

CNA	2
Facility Worker	1
Library Service Assistant	1
LPN	1
Public Health Nurse	1

Limited Term/Seasonal/On-Call:

CNA – On-call	2
Concessionaire – NEW Zoo	2
Co-op Student – Tech. Services	1
Food Service Worker – On call	2
LPN – On-call	1
LTE Social Worker/Case Manager	1
Seasonal – Golf Course	3
Seasonal Parks	2
Seasonal UW Extension	3
Shelter Care Worker – On call	2
Staff RN – On-call	1
Student Intern – District Attorney	2
Summer – Highway	2

TOTAL HIRES: 45

Separations:**Full-Time:**

Behavioral Health Supervisor	1
Certified Occupational Therapy Asst.	1
Clerk Typist I – Clerk of Courts	1
Clerk Typist II – District Attorney	1
Correctional Officer	1
County Conservationist	1
Economic Support Specialist II	2
Employee Services Manager	1
Finance Director	1
Highway Crew	3
Library Service Associate	1
LPN	1
Maintenance Mechanic-Airport	1
Park Ranger	1
Patrol Officer	2
Public Health Sanitarian II	1
Sergeant	1
Social Worker/Case Manager	13
TAD/CJCC Supervisor	1

Part-Time:

Library Service Assistant	2
LPN	1

Limited Term/Seasonal/On-Call:

Concessionaire – NEW Zoo	1
Co-op Student – Tech. Services	1
LPN – On-call	1
LTE Social Worker/Case Manager	1
Seasonal – Golf Course	1
Staff RN – On-call	1

TOTAL SEPARATIONS: 44

Reasons for resignations – 10 were going to be downsized and found other jobs, 6 others left for new jobs, 2 left due to relocation, 1 left for family reasons, 1 left due to job dissatisfaction, and 1 left due to scheduling of other job. The rest didn't give reasons for leaving.

Departmental Openings Summary – Human Resources Department

To: Administration Committee

From: Human Resources

Date: July 10, 2015

POSITION	VACANCY DATE	REASON FOR LEAVING (Transfer, Wages, Working Conditions)	FILL OR HOLD	UNFILLED REASON
Organizational Development Coordinator	01/09/2015	Other	HOLD	
Employee Services Manager	06/26/2015	Other	Fill	Recruiting
Benefits Specialist	08/07/2015	Other	Fill	Interviews scheduled

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

July 10, 2015

Committee Meeting Date: July 23, 2015

TO: Administration Committee
FROM: Warren Kraft
SUBJECT: July Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

Recruitments

- Selection made for Emergency Management Director. Melissa Spielman has accepted offer and appointment will be made at July County Board meeting.
- The Assistant Airport Director position has been posted.
- The County Board approved Mike Mushinski as the new County Conservationist. Mike was previously the department's Project Manager and the process to fill that vacancy has begun.
- An offer was provided for the Finance Director position in Administration.
- Recruitment continues for the Deputy Executive position.

Employee Engagement, Training and Communications

- Supervisory training entitled "Recruitment, Selection and Separation" will be offered for all managers and supervisor during August (6-8 sessions).

Insurance Activity

- Planning for 2016 insurance continues. For 2016, the Personal Health Assessment (PHA) results will be incorporated into employee premium contributions.
- The PHA mailing was sent to 1,500 benefit eligible employees. The schedule is set for August to conduct the assessments with a deadline of August 31, 2015. Weekly communications will be sent to employees with tips to prepare for their PHA and improve their overall health.
- We are looking at ways to make sure our compliance with the ACA reporting forms 1094 and 1095 are met. This will be due January 31, 2016, reporting for 2015 coverages. Testing in Logos has begun to see if the upgrade available will work for us.

Wellness

- The Brown County Wellness Committee continues to meet monthly. They have developed the vision, mission, and goals of the committee and will be implementing programs. The first program will be to have blood pressure screenings available at the employee picnic on July 14th.

- The proposals for onsite or near site FastCare services have been reviewed and a formal proposal will be forwarded to the County Board for approval in July. The anticipated startup date is September 1st.
- Employee Resource Center (ERC), Brown County's Employee Assistance provider, continues to offer the Stress Management seminars. Employees can sign up and earn up to \$75 dollars in HRA money for participating.

Classification & Compensation Plan

- Department Heads continue to review all position descriptions with their staff and must submit any updates and requests for reclassification to their Analyst by July 17.
- It is anticipated that the final salary structure and administrative plan will be presented to the County Board at the August meeting.

Safety

- Safety inspection criteria and checklists continue to be finalized for various departments.
- Safety Committee met and established some goals.
- Safety Committee is now receiving weekly reports of all incidents.
- A new incident form was developed for additional investigation by supervisors and department head review.
- Safety website is up and running with some tips and messages.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive



Budget by Account Classification Report

Through 05/31/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances YTD	Transactions YTD	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	363,336.00	.00	363,336.00	10,941.44	.00	79,442.53	283,893.47	22	696,417.16
Public Charges	3,584.00	.00	3,584.00	.00	.00	.00	3,584.00	0	71,724.00
Miscellaneous Revenue	4,398,679.00	.00	4,398,679.00	295,665.87	.00	1,899,562.81	2,499,116.19	43	4,169,884.23
Other Financing Sources	164,175.00	.00	164,175.00	12,122.66	.00	57,423.67	106,751.33	35	417,870.15
REVENUE TOTALS	\$4,929,774.00	\$0.00	\$4,929,774.00	\$318,729.97	\$0.00	\$2,036,429.01	\$2,893,344.99	41%	\$5,355,895.54
EXPENSE									
Personnel Costs	1,779,802.00	.00	1,779,802.00	117,056.19	.00	640,988.41	1,138,813.59	36	1,651,387.97
Operating Expenses	3,480,696.00	.00	3,480,696.00	332,036.24	350,442.65	1,773,493.61	1,356,759.74	61	3,283,251.82
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$5,260,498.00	\$0.00	\$5,260,498.00	\$449,092.43	\$350,442.65	\$2,414,482.02	\$2,495,573.33	53%	\$4,934,639.79
Fund 710 - Technology Services Totals									
REVENUE TOTALS	4,929,774.00	.00	4,929,774.00	318,729.97	.00	2,036,429.01	2,893,344.99	41	5,355,895.54
EXPENSE TOTALS	5,260,498.00	.00	5,260,498.00	449,092.43	350,442.65	2,414,482.02	2,495,573.33	53	4,934,639.79
Fund 710 - Technology Services Totals	(\$330,724.00)	\$0.00	(\$330,724.00)	(\$130,362.46)	(\$350,442.65)	(\$378,053.01)	\$397,771.66		\$421,255.75
Grand Totals									
REVENUE TOTALS	4,929,774.00	.00	4,929,774.00	318,729.97	.00	2,036,429.01	2,893,344.99	41	5,355,895.54
EXPENSE TOTALS	5,260,498.00	.00	5,260,498.00	449,092.43	350,442.65	2,414,482.02	2,495,573.33	53	4,934,639.79
Grand Totals	(\$330,724.00)	\$0.00	(\$330,724.00)	(\$130,362.46)	(\$350,442.65)	(\$378,053.01)	\$397,771.66		\$421,255.75

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DEPARTMENT OF ADMINISTRATION

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 13, 2015

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: Capital Improvement Plan

Attached is your division's section of the 2016 Five-year Capital Improvement Plan for review. Please provide any feedback prior to the Executive Committee on August 10th.

This information is for planning purposes only. It does not obligate the County to spend money, but rather provides a snapshot of future projects recommended by the County Executive to the Board. The plan will be reviewed on an annual basis.

Department heads are requested to speak on their specific projects to their oversight committees and the Executive Committee. If you have any questions or if I can be of assistance, please contact me at 448-4035.

Attachment

cc: Troy Streckenbach – County Executive
August Neverman – Chief Information Officer, Technology Services



2016 Capital Project 5-Year Outlook Summary Administrative Services

As of 6/30/2015

Key for Funding Sources: D = Debt Service G = Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TF = TIF District

2016 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2016	2017	2018	2019	2020	TOTAL
ADMINISTRATIVE SERVICES: Technology Services	0	1	Land Records System Replacement		856,011				856,011
	0	2	Jail & Jail Work Release Center Video Surveillance System Replacement		692,728				912,424
			Administrative Services Total	219,696	1,548,739				1,768,435
			Leas: Non-bond funding sources						
			Administrative Services Bond Request Total	219,696	1,548,739				1,768,435



Quotation

QUOTATION NO: 0463851
DATE: 7/8/2015
EXPIRES: 9/30/2015
CUSTOMER #: 0002860
0100

P.O. Box 248 • Green Bay, WI 54305-0248 • (920) 435-5353
www.cccp.com • Fax (920) 438-0389

Doc ID

BROWN CTY TECHNOLOGY SERVICES
111 N JEFFERSON STREET
GREEN BAY, WI 54301

Ship To: BROWN COUNTY TECHNOLOGY SERV
AUGUST NEVERMAN 2ND FLOOR
111 N JEFFERSON STREET
GREEN BAY, WI 54301

STREAMING ADDITION

920-448-4025
RAYE_KP@CO.BROWN.WI.US

ITEM NUMBER	DESCRIPTION	QTY.	PRICE	EXTENDED
/LAVP	A/V PROGRAMMING RE-PROGRAMMING OF EXISTING CRESTRON CONTROL SYSTEM TO ALLOW FOR STREAMING OPTIONS	1.00	580.00	580.00
/LAVP	A/V PROGRAMMING RE-PROGRAMMING OF EXISTING N-CAST RECORDER TO ALLOW FOR STREAMING TO A KNOWN CDN (YOUTUBE)	1.00	580.00	580.00
/TRAINING	CUSTOMIZED TRAINING WORKING WITH COUNTY PERSONNEL TO DEVELOP CONSISTENT WORKFLOW FOR LIVE STREAMING OF COUNTY EVENTS ORIGINATING FROM CITY HALL 200	8.00	95.00	760.00

SIGNATURE/DATE

SIGNATURE ABOVE AUTHORIZES CAMERA CORNER/CONNECTING POINT TO ORDER
THE ABOVE EQUIPMENT. ORDERS CONVERTED FROM THIS QUOTE, AS AUTHORIZED BY
THE CUSTOMER, ACKNOWLEDGES THE CUSTOMER HAS READ OUR RETURN POLICIES
AND CONDITIONS LOCATED ON THE COMPANY INFO PAGE OF THE CAMERA
CORNER/CONNECTING POINT WEBSITE WWW.CCCP.COM. SHIPPING AND HANDLING
WILL BE CHARGED AT TIME OF INVOICING UNLESS NOTED.

NET ORDER: 1,920.00
SALES TAX: 0.00
ORDER TOTAL: 1,920.00

PREPARED BY: JEC

SALESSUPPORT@CCCP.COM 920-438-0307

18



Wednesday, July 08, 2015

August Neverman
CIO/ISO
Brown County
111 N. Jefferson St.
Green Bay, WI 54301
920.448.4032

Dear Mr. Neverman:

Thank you for contacting Camera Corner/Connecting Point to discuss options for streaming County Board Meetings to YouTube.

The good news is that you already possess hardware that can capture the audio, camera images and content images from the County Board chambers and encode that content for streaming. It is not necessary to look at purchasing any other hardware or software encoder as the essential encoding function is provided within the Ncast Presentation Recorder hardware already installed.

Furthermore, it would take considerable expense to add such a piece of equipment to the existing system. A finite budget was provided for the project, and that budget did not allow for installing equipment with much extra capacity. The system as installed, has all of the outputs connected to display devices, content recorders, a projector, overflow room and to City public access TV.

We have internally tested streaming content from Ncast recorders to a live YouTube channel and it works well. We would be able to enable live streaming of County Board proceedings to an established Content Distribution Network; (CDN) such as YouTube; with some re-programming of both the content recorder and the control system that operates the County Board AV system. I have provided a quotation, under separate cover, to accomplish that programming. We can simply "turn on" streaming when we initiate recording from the touch panel; no additional steps would be necessary for the County Board Chairperson.

Establishing a single network stream of the audio, camera and content of the County Board meeting is only half of the solution. There still needs to be human involvement to get the live stream active on the internet, and more so when using "free" services like YouTube. Someone, with some technical knowledge and ability, will need to log into a computer, browse to and have rights to log into the County YouTube page, and schedule and initiate the live stream. Not difficult, but it will need to happen for every unique



event, and cannot be automated. YouTube provides a FAQ related to Live Event Creation here: <https://support.google.com/youtube/answer/2853700?hl=en>

There are other caveats that need to be considered when deciding if live streaming using YouTube is to be successful:

- Maximum Recording of a Live Stream on YouTube is 4 hours.
- Maximum live stream time is limited to 8 hours when using "quick" service
- Each live event must be started and stopped
- Events exceeding 8 hours may not be captured
- YouTube video editor only allows editing of videos 2 hours or less
- The DVR will display the most recent 4 hours of video

I hope this brief summary provides some useful information. Please let me know if there are other questions that we can answer in support of your efforts.

Best Wishes,

Joe Eckberg
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Camera Corner / Connecting Point
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CC: Jon Mirkes

August 19, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION IN SUPPORT OF BROWN COUNTY TECHNOLOGY SERVICES
PROPOSAL OF TABLETS FOR COUNTY BOARD SUPERVISORS**

WHEREAS, the Brown County Technology Services Department (“Technology Services”) was requested to present the cost of supplying the County Board Supervisors with tablets to be used for county business, including during meetings to provide access to the agendas and to review minutes for the County Board meetings and all the County Committees, Boards and subcommittees; and,

WHEREAS, Technology Services presented a tablet purchase proposal dated June 17, 2015, to the Administration Committee on June 25, 2015; and,

WHEREAS, Technology Services calculates the cost of said tablets to be \$419.18 per tablet, which would include the tablet, the case and the Airwatch security and publishing software

WHEREAS, Technology Services estimates the total upfront cost to supply each County Board Supervisor with a tablet to be \$15,311.40, to, which amount for the first year would be taken out of the Technology Services budget, with recurring funds being built into future County Board budgets for upgrades of software and replacement of tablets; and,

WHEREAS, Technology Services estimates the cost for these tablets ongoing would be approximately \$8,900 per year and the long-term expense would include maintaining the security, applications, periodic replacement and other back end functions necessary to make the devices work.

NOW THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors approve the purchase of tablets for the Brown County Board of Supervisors to be used for county business, including during meetings to provide access and review of the agendas and minutes for the County Board meetings and all the County Committees, Boards and subcommittees.

BE IT FURTHER RESOLVED, that the Technology Services Department shall purchase the tablets for the County Board Supervisors.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Approved as to form by Corporation Counsel

| *Fiscal Note: This resolution does not require an appropriation from the General Fund. The funds are available in the Technology Services budget.*



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 7/6/2015
REQUEST TO: County Board
MEETING DATE: 7/15/2015
REQUEST FROM: August Neverman
CIO

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: **RESOLUTION IN SUPPORT OF BROWN COUNTY TECHNOLOGY SERVICES PROPOSAL OF TABLETS FOR COUNTY BOARD SUPERVISORS**

ISSUE/BACKGROUND INFORMATION:

Board has requested information on the cost of tablets for County Board members since Fall 2014. Tablet cost estimates were too high, so they were pared down.

ACTION REQUESTED:

Approve Resolution to purchase \$15k worth of tablets for board members in 2015 budget.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$15000 *est
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? TS Office Equipment (out of savings from FTEs and other savings)
 2. If no, how will the impact be funded? _____

☐ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

TECHNOLOGY SERVICES DEPARTMENT

Brown County

111 N. JEFFERSON STREET, SECOND FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

Technology Services, Monthly Report, July 2015

Covers June 2015 Technology services activity

Items of Note

1. 2016 BCTS Initial Budget submitted and working through Department questions.

2. Security Update:

- a. We improved the security footprint but still have more work to do (see table)
- b. TS Interim security changes (before major upgrade) reduced attack traffic by over 2.4mil
- c. The 1st phase of our security upgrade is scheduled to be done by mid Sept or earlier if possible
- d. Still seeing continued encryption ransomware and other malicious software activity. Even though it is within levels seen at other government entities and we are working to reduce it.
- e. Between 65% and 88% of these recorded attacks came from Russia and/or Ukraine.

Security Report	April 2015	May 2015	June 2015
Attacks	185,824	195,335	151,734
Traffic	1,020,109	2,993,639	440,687

3. Cost of publishing County Board meetings to YouTube live is \$1920. Please note TS suggests that this be discussed further.

4. Staffing Report

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Network Support Specialist	10/31/2014	Transferred to another position	Hold	If approved will transfer funds to permit hiring of **SharePoint position
Premier Technician	1/21/2015	Terminated	Hold	If approved will transfer funds to permit hiring of **SharePoint position
SharePoint Administrator/Developer	NEW	Combining funding from noted positions above	Pending HR	Working with HR on job description and salary in progress due to class and comp (<i>targeting fill before Sept 2015</i>)
Document Center Lead	5/1/2015	Retirement	Pending HR	Updating Job Description with HR

Goal is to hire a *SharePoint Administrator/Developer* now to permit the SharePoint project to start late this year rather than waiting till 2016 (bulk of project side funding is in 2016 budget). We met with our new HR representative 7/7/2015 to go over steps.

Project/Activity Updates

5. Technology Services Closed 673 Work Orders totaling 703 hours for June 2015
6. 911 Phones and CAD (Computer Aided Dispatch) projects ongoing (cabling and site preparation in progress)
7. Human Services
 - a. "Community Programs" project ongoing
 - b. CSS project ongoing
 - c. Nursing Home Software Contract Activity
8. Employee ID-Badge Project – go live pending final policy updates and approval.
9. Kicked off process improvement meetings with Human Resources and Technology Services for employee on-boarding, role change and off-boarding – this will be an ongoing project with multiple steps.
10. Ongoing retirement of old servers (now focusing on 2003 servers and cutover for SQL)
11. Milestone server migration and upgrade continues (9 are done and 4 are remaining)
12. Upgrades for Storage Area Network (SAN) and Blade Servers for Virtual Server environment project beginning
13. PC/Workstation application management software installation in progress
14. Enterprise system backup upgrade (product review in progress – working with engineering vendor)
15. Payroll/timekeeping software version upgrade kicking off (server builds scheduled and vendor scheduled)
16. WebEx, Jabber and related Cisco Voice project activity (on hold till later this summer, moved up security project)
17. Email Archive Project (on hold till later this summer, moved up security project)
18. Health Department Brown County Community Area Network (BCCAN) fiber/network work completed and site live.